

# Medea Creek Middle School

## Student Handbook

### 2020/2021

"Educating Compassionate and Creative Global Citizens"

#### My Schedule:

Period	Subject	Teacher	Room
1			
2			
3			
4			
5			
6			
7			

This Book Belongs To:

Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Medea Creek Middle School  
1002 Doubletree Road  
Oak Park, CA. 91377  
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*Welcome*

*to*  
**Medea Creek**  
**Middle School!**

**MEDEA CREEK VISION STATEMENT**

- We believe school should prepare students for life as productive and responsible citizens.
- We believe in success for all students.
- Students are expected to do their best in an atmosphere where they feel safe and are known and appreciated as unique individuals.
- We are all lifelong learners.
- Our goal is for learning to be meaningful and challenging.
- Expectations for quality work and how it will be judged are clear to all.
- We are a team.

**PHILOSOPHY, STANDARDS AND PROCEDURES  
FOR SUCCESS:**

Medea Creek Middle School strives to maintain an atmosphere in school and at school activities that enhances the potential for the success of every student. Our commitment to learning includes the following concepts:

- Mutual respect is the underlying principle in the classroom.
- Rules are publicized, explained, and equitably enforced.

School rules are derived from the goals of respect for self, for property, and for others. In enforcing the rules of the school, the district, and the state, the Medea Creek staff believes that students must understand that their actions do have consequences. As students become responsible for their own behavior, they develop the self-discipline needed to become responsible citizens. Schools must provide frequent opportunities for students to exercise self-discipline.

Medea Creek Middle School believes that students must become self-sufficient and productive members of society. The rights and privileges of a democratic society depend on each individual's sense of social conscience.

To assist the success of students in a school environment, the school, staff and parents must work cooperatively. Teachers, counselors, and administrators are responsible for modeling and teaching students the behavioral standards desired in the classroom and in the school. Parental support of the school is essential to ensure that students respect and follow the rules and regulations.

From the beginning to the end of class, teachers must be free to teach and students must be free to learn. Students are expected to show respect for the teacher and for other students in the classroom. Any behavior that disrupts instruction is inappropriate. Specifically, students are required to come on time to class prepared to work with all required materials and to stay on task for the class period. Additionally, students must comply with the classroom rules as established by each teacher. When a student displays disruptive behavior in the classroom, the teacher will first work with the student to improve behavior. If that effort fails, the student who continues to disrupt the learning process will be referred to school counselors and/or administrators.

Medea Creek Middle School and all Oak Park Unified School District School sites are 100% tobacco free. Use of any tobacco product is prohibited on all campuses. Additionally, Medea Creek Middle School follows a policy of nondiscrimination including, but not limited to, all aspects of curriculum, employment and communications.

**Email/Telephone Directory**

Teachers and staff can best be reached by email. All (see 1 exception on staff list) email addresses follow this format:

*first initial, last name @opUSD.org* (example:  
[bbenioff@opUSD.org](mailto:bbenioff@opUSD.org))

**MCMS WEBSITE: WWW.OPUSD.ORG/MCMS**

Main Office 707-7922

Attendance Office 597-4261

Ms. K. Alford (school psychologist)

Ms. (Vice Principal)

M (Principal)

Ms. Liz Bednar (counselor M-R)

Ms. M. Cadle (art)

Mr. A. Calce (PE)

Ms. K. Wilsker (8<sup>th</sup> grade science)

Ms. K. Connelly (6<sup>th</sup> grade math/science)

Ms. K. Dusek (8<sup>th</sup> grade humanities)

Ms. J. Fadgen (7<sup>th</sup> grade Humanities)

Ms. C. Fersht (6<sup>th</sup> grade math/science)

Ms. P. Franco (8<sup>th</sup> grade math)

Ms. E. Fletcher (special education)

Ms. B. Gibson (PE)

Ms. R. Goldman (6<sup>th</sup> grade humanities)

Ms. S. Gottlieb (Dean)

Ms. M. Graves (8<sup>th</sup> grade science)

Ms. V. Heller (6<sup>th</sup> grade humanities)

Mr. R. Hernandez (Spanish)

Ms. T. Hogan (PE)

Ms. F. Hermosillo (PE)

Ms. K. Johnson (8<sup>th</sup> grade humanities)

M. T. Johnson (special education)

Ms. C. Jones (special education)

Ms. Jessica Kudlacek (technology)

Ms. T. Lamb (7<sup>th</sup> & 8<sup>th</sup> grade science)

Ms. D. Large (counselor A-F)

Mr. R. Large (7<sup>th</sup> & 8<sup>th</sup> grade math)

Ms. S. Lavene (7<sup>th</sup> grade humanities)

Ms. E. Levine (Band Director)

Ms. S. Mach (special education)

Ms. K. Mosley (8<sup>th</sup> grade humanities)

Ms. K. Norton (6<sup>th</sup> grade math/science)

Ms. Maureen O' Hagen [maohagen@opUSD.org](mailto:maohagen@opUSD.org) (7<sup>th</sup> grade science)

Mr. Michael O'Hagen [mohagen@opUSD.org](mailto:mohagen@opUSD.org) (6<sup>th</sup> grade humanities)

Ms. L. Paniz (Library)

Ms. S. Perez (counselor S-Z)

Ms. K. Pomerantz (7<sup>th</sup> grade science)

Ms. E. Roesner (music)

Mr. T. Roesner (6<sup>th</sup> grade humanities)

Ms. S. Shea (6<sup>th</sup> grade humanities)

Ms. A. Sinnamon (7<sup>th</sup> grade math)

Ms. K. Skiba (7<sup>th</sup> grade humanities)

Ms. C. Smilor (counselor G-L)

Ms. L. Smits (7<sup>th</sup> grade humanities)

Ms. K. Sonnabend (6<sup>th</sup> grade math/science)

Ms. A. Stein (7<sup>th</sup> grade humanities)  
Ms. C. Steiner (technology)  
Ms. B. Ulloa (7<sup>th</sup> & 8<sup>th</sup> grade math)  
Ms. Tris Wenker (8<sup>th</sup> grade humanities)  
Mr. S. White (8<sup>th</sup> grade humanities, ASB)  
Mr. Winsick (7<sup>th</sup> & 8<sup>th</sup> grade math)  
Ms. Winthrop (6<sup>th</sup> grade math/science)

### **ACTIVITIES (SPONSORED BY ASB)**

There are many ways to become involved at Medea Creek Middle School. Your ASB offers the following activities. Come to them and be involved!

**Spirit Days:** ASB sponsors contests & activities at lunch such as karaoke, lip sync, games, special dress days and more!

**Dances:** Sponsored regularly by ASB. They are generally held on Friday nights (check the calendar) from 6:00-8.00 p.m. or afternoons, 3:00-5:00 p.m. To attend, students must bring their I.D. card, arrive within the first 15 minutes, & follow the dress code. **Students may not leave the dance early without a parent/guardian meeting the student at the door. Parents must send a permission note to have their child picked up early by another parent.**

**Please note: Students participating in extra-curricular activities (for example, dances and after school activities) must be in school on the day of the activity in order to participate.**

**Panther Activity Card (PAC):** The Associated Student Body (ASB) is selling a Panther Activity Card or PAC. Students are encouraged to purchase a PAC that will benefit them all year long. For purchasing the PAC, students will get free entry to the dances planned for this year, get discounted prices for holiday grams, VIP access to spirit events held on campus, and much more. Additionally, the funds raised through the sale of Panther Activity Cards will enable ASB to fund the many other student activities throughout the year. These include spirit activities, campus club activities, assemblies and much more!

**Clubs:** Listen for announcements early in the school year to join one of the various clubs on campus, including Chess, Computer Programming, Movies, Board Games, Art, Recycling, Fitness, Rockets and others. To find out how you may start your own Club, contact the Vice Principal.

**Principal's Advisory Committee:** Students are nominated by teachers to serve on this monthly after school meeting to provide important input for how MCMS operates and what it offers.

**Service:** Help ASB help others with Toys For Tots, Used Book, Food & Shoe Drives -and more.

### **Other Activities:**

Wonderful people and opportunities make Medea a special place to learn and to get involved. You can do this by joining a Club on campus, participating in intramurals or school events beyond the school day (e.g., MCMS concerts and plays, coastal and community clean-ups, Math Counts, Odyssey of the Mind, Spelling and Geography Bees, Big Sunday, Yearbook, Mock Trial) attending Homework Club, helping faculty and staff on campus, and peer tutoring, to name a few. Find out how connecting with your school can connect you with an

extra-special middle school experience in 2020-21! Check the MCMS calendar and listen to the morning announcements.

### **ATTENDANCE/ABSENCES:**

We want all students to be successful at school. Common sense and research tell us that the most successful students are those who arrive to school and to class on time and have good attendance. In middle school we are charged with helping students to solidify good habits that encourage responsibility. As students progress through secondary school, classes demand daily attendance for students to collaborate and participate in classwork that cannot be replicated outside of the classroom. Academics are increasingly challenging—and it is much harder to do well with frequent absences.

Of further note, current state law provides school funding ONLY when students are in school regardless of the reason for an absence. The California School **Dashboard** contains reports that display the performance of local educational agencies (LEAs), schools, and student groups on a set of state and local measures to assist in identifying strengths, weaknesses, and areas in need of improvement. **Dashboard** uses attendance, just like state test scores, to determine the health of a school and district.

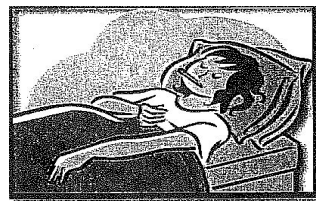
**Absence and Communication-** When you are going to be late or absent, remind your parent to call the school absence line (818) 597-4261. The absence line is available 24 hours per day. Parents are notified of an absence through our automated telephone system, which delivers calls daily from 5:00-6:00 p.m. Absences also are listed in Student Connect, "Q".

Students should be in good standing with attendance in order to participate in extra-curricular events that take students out of their instructional day.

### **CALIFORNIA LAW AND MCMS PROCEDURES:**

#### **I A. The only valid reasons for absence from school are (E.C. Section 4610):**

1. An illness or injury to the child.
2. A quarantine of the home by a county/city health official.
3. A medical, dental, optometric, or chiropractic appointment that can only be scheduled during school hours.
4. Attendance at funeral services for a member of the immediate family.
5. Court appearance by appointment. Must have court documentation.
6. Students absent for religious holidays will be granted an excused absence upon written request of the parent/guardian.



#### **Stay At Home Sick:**

- A morning temperature of 99.0 degrees or greater
- Fever-free for 24 hours before returning to school
- Vomit-free for 24 hours before returning to school
- When you have diarrhea
- Severe coughing, green nasal discharge or severe earaches
- Severe sore throat with trouble swallowing.

**Additional information regarding important laws governing attendance, as well as what schools are required to do:**

**B. California compulsory education laws require schools to report truanancies.** A truancy, as defined by the law, is a student who has missed 3 school days or is tardy or absent more than 30 minutes during the school day on 3 occasions in one school year without a valid excuse. According to the State Education Code (Sec. 48260-64.5), *a truant is defined as a student with 3 unexcused absences in a school year.* On the 6<sup>th</sup> unexcused absence, the student is classified as a habitual truant and is subject to strict penalties as defined by law. **Even with an illness excuse, the school will require a note from a medical practitioner if the number of illness days exceeds 3 consecutive or 8 in a school year.** Of course, we understand that illnesses occur and appreciate you contacting the office and keeping children home when fever, vomiting, or contagious virus/infection occurs.

**C. Trips and family vacations are not valid excuses under the law.** These absences must be reported as truanancies. However, there is a provision made for this if your family will be away for five or more school days: with advanced notice, an **Independent Study contract may be requested** (see below.) In this case, the absence can be excused if assigned class work is completed during the absence and turned in upon return to school. Independent Study Contracts (timelines and requirements) can be obtained through the MCMS Office. While Independent Study Contracts are available, we encourage families to schedule vacations during non-school days because of the student stresses and academic disruptions that often accompany these absences.

**D. Attendance/Truancy letters** are automatically generated and mailed home once a student misses 3 or more school days without having reported a valid excuse (“Unexcused”) as defined under the law, OR, because of mounting and excessive absences, even with a valid excuse. Students may not be allowed to make-up work missed by truancy.

**E. Chronically Absent** is defined by law as a student who misses 10% or more of school, even with a valid excuse.

**II. Once a student is designated a truant (or chronically absent) state law requires** schools, districts, counties, and courts to intervene to ensure that parents and pupils receive certain services to assist them in complying with attendance laws.

A. Attendance letter(s) will be sent home, alerting the student and family that there is an attendance issue; MCMS will contact and counsel the student and family.

B. Should absences continue, student and parent will be contacted for a **School Attendance Review Team (SART)** meeting held at the Oak Park Unified School District Office with the Assistant Superintendent and a panel of OPUSD personnel to examine the issues preventing the student from attending school on a daily basis.

C. Beyond SART, students and families can be referred to the **School Attendance Review Board (SARB).** SARBs are employed nationwide to investigate and enforce compulsory school compliance through age 18. SARBs are often composed of law enforcement and/or a representative from the District Attorney’s Office, school administrators and various community

members. The panel reviews each case and has the authority to issue citations and/or monetary fines to parents and students, require community service or court appearances, as examples.

**D. TRUANT students** (skipping class/school unbeknownst to their parent/guardian) are subject to making up the missed school time after school and/or by Saturday School. Further review of the student may be done through a Student Study Team (SST) or Counselor’s Review and can be referred to SARB.

**III. Tardy to Class** - Students are required to come to class prepared and on time. We want our students, in the words of one MCMS student, to be “Time Formal.” In the event that students are late to school, they must check in at the Attendance Office. Students tardy 15 minutes or more are officially marked ABSENT. The following consequences will result for tardies (per SEMESTER):

1st tardy - Make student aware of the tardy.

4th tardy – Referral to Office for lunch detention and parent contact.

6th tardy – Referral to Office for one hour after school detention (student will be given 24 hour notice).

8th tardy - Saturday School/Detentions

8 tardies and up- Office conference with parents to discuss consequences; possible referral to SART.

**IV. Independent Study** - Contracts are available that allow students to officially attend school even when they are not able to be on campus (minimum of 5 days absence.) Please contact the Attendance Office well in advance of any planned extended absences.

**V. Home Hospital**- California Education Code 48206.3 requires that Home Hospital be available to students with *temporary* disabilities that make attendance in regular day classes or alternative education programs impossible or inadvisable. A temporary disability is defined as “a physical, mental, or emotional disability incurred while a student is enrolled in regular day classes or an alternative program, after which the student can reasonably be expected to return to their regular day classes or an alternative education program without special intervention.” Home Hospital students can normally be expected to return to their regular classes after their disability has been addressed through medical intervention. If a student is determined to require Home Hospital instruction, he/she will receive one clock hour of individualized instruction for each day that instruction is offered by the district in the regular education program. The maximum number of hours that can be offered to a student in one week is dependent upon the number of school days in that week. Home Hospital instruction *is typically not necessary for students who may be absent for between one and two weeks.* Instruction for these students can be handled at the site level through either short-term independent study or regular classroom teacher support with assignments and flexible timelines.

**VI. Leaving School** - If you need to leave during the school day, bring a note from your parent to the Office in the morning to get an "Off Campus Pass". This will save you, your teacher, and your parent inconvenience when it comes time to leave campus. You may never leave campus without a pass from the Office and parent permission. If you do, you will be breaking the law requiring you to be at school (truancy). Truants are not allowed to make up schoolwork as are legally absent students; thus their grades are affected.

**VII. Make-Up Policy** -Students will be allowed to make up work and tests following all absences except truanancies. An absence

considered by the Principal or designee to be unacceptable will cause the student to forfeit the right to make up work. The primary responsibility for requesting make-up work will be the student's. These requests should be made before or after class. When you are absent, check the teacher's website, email the teacher and/or call a class buddy to see what work you have missed. For absences exceeding 3 days, parents may request from teachers that work be left in the Homework Drawer in the Office for parent pick-up.

Not all lessons or assignments can be duplicated following a student's absence. As determined by the teacher the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. For each day you are absent you get a day back in school before your make-up work is due, except in the case of a test or long term assignment that was scheduled prior to the absence. Your teacher will expect you to be ready to take a test or turn in projects when they are due, unless there is a previous agreement to delay.

Students who miss an assignment or test because of a partial day absence should check with the teacher and may be required to turn in the assignment or take the test during lunch or after school that same day. Your teachers will review this policy with each of their classes.

## **AWARDS /RECOGNITION FOR STUDENTS**

*Students at Medea Creek are recognized for their achievements in many different areas. Below is a list of criteria for each of the awards/recognitions that can be earned. We hope you will strive to achieve one or more of them!*

### **Awards Based on Quarterly Achievement:**

**4.0 Award:** Students who earn a 4.0 grade point average are recognized.

**Honor Roll:** Students earning a minimum GPA of 3.5 are recognized as Honor Roll members.

### **Awards Given Yearly:**

**California Junior Scholarship Federation (CJSF) Membership Awards** (see CJSF sponsor for application details and timeline.)

7th and 8th graders apply each semester for membership.

Grades in all classes must be a C or better and students must have a total of 16 academic points (A=3, B=1, C=0).

Must have "O" or "S" in citizenship on report cards

Must perform 10 hours per semester (20 hours per year) of school or community service.

Membership for 2<sup>nd</sup> semester of the 7<sup>th</sup> grade and BOTH semesters of 8<sup>th</sup> grade will result in recognition as an *Honors*.

### **Panthers Make A Difference**

6th, 7th and 8th graders who have completed 20 hours of approved community service (Community Service Plan, p.8)

**Exceptional Panther Award** (Usually awarded monthly): students are nominated for recognition by faculty/staff. It honors students who have distinguished themselves through outstanding performance, service/connection to peers, campus, community or milestone achievement, as examples.

### **8th Grade Awards/Recognition Given In Spring:**

**4.0 Award:** 3 years.

**President's Education Award:** Honor roll from 6<sup>th</sup> grade through 1st semester of 8<sup>th</sup> grade and teacher recommendation. Must have "O" or "S" in citizenship on report cards with no suspensions or trancies.

**Language Arts Honors Requirement:** 1st 3 quarters with 90% average GPA in LA, nothing below an S for work habits &

citizenship, additional readings per quarter (TBD), and a final essay.

**Historian with Honors:** 90% minimum average in social studies (1<sup>st</sup> 3 quarters); "O" or "S" in Work Habits and Citizenship (1<sup>st</sup> 3 quarters); and creation of an illustrated time line, according to criteria/guidelines, as a culminating project.

**\*Math with Honors:** An average of at least 94% for quarters 1-3 in Alg. Intro or Alg. Readiness. An average of at least 92% for quarters 1-3 in Algebra 1. An average of at least 90% for quarters 1-3 in Geometry. An Outstanding grade in citizenship and work-habits in the student's math class in all 4 quarters of their 8<sup>th</sup> grade math year. Successful completion of the end of the year project, following all criteria and due dates.

**Science with Honors:** Minimum grade of A in Science (1<sup>st</sup> 3 quarters); "S" or "O" in Citizenship (1<sup>st</sup> 3 quarters); "O" in Work Habits (1<sup>st</sup> 3 quarters). Student must also complete a position paper on a current issue in science by the published deadlines. Students must submit a letter of intent to his/her science teacher by the application deadline.

**Technology With Honors:** Excellence in technology; must have completed a minimum of two technology-related electives in 6<sup>th</sup>, 7<sup>th</sup> and/or 8<sup>th</sup> grade (or complete an approved waiver), with a minimum of an A- and O's or S's in those classes. At least one class must be taken in 8<sup>th</sup> grade. Additionally, student demonstrates excellence in technology by submitting a digital portfolio, according to criteria, and must file an application of intent before the application deadline.

**Band Director's Award:** Awarded by the Band Director to the student who embodies excellence in musicianship and citizenship by the Band Director.

**3 Year Band Recognition:** Students must be in a band class for all three years, including at least one year in the most advanced band class.

**3 Year Band Recognition with Honors:** Students must earn all A's and O's in all band classes during the three years in a band class, with at least one year in the most advanced band class.

**3 Year Band Recognition with Jazz Honors:** Students must earn all A's and O's in band classes during the three years in band, with at least two years of Jazz Band Participation with 80% attendance in rehearsals and performances

**3 Year Choral Recognition:** Students must be in Chorus for all three years with at least 80% attendance in rehearsals and performances overall.

**Art Award:** Excellence in art for two or more semesters, including the Art Showcase course. Students submit an art portfolio, according to criteria, for consideration.

**Panthers Make A Difference:** 3 years of approved community service (award & notation on Culmination Certificate).

**Judy Colford Award:** Friendly kindness that says everyone is valued at our school; pride to always do one's best; spirit of determination to never give up.

**Panther Pride Award:** Combination of leadership and service.

**Marie Panec Educating Compassionate and Creative**

**Global Citizen Award:** Exemplary service to the schools, community, or beyond; demonstration of compassion, empathy, creativity, and selflessness in service; ethical, moral behavior; integrity, honesty, and sound moral values; anti-bullying efforts; social and environmental responsibility. Awarded at OPUSD Board Meeting.

**Sustainable Development Goals Project: Collaborative student work examining/highlighting issues around the world on a**

given theme.

## **BALLOONS**

We request that students and parents do not bring balloons on campus due to the fact that can be dangerous for students with latex allergies and other types of balloons (such as Mylar) are known to be hazardous for our environment. Mylar balloons

should not be released into the sky due to the damage they cause to power lines. For students with latex allergies, they are dangerous. When latex balloons pop, the powder they emit, especially in crowded hallways or classrooms, can cause a serious allergic reaction. To learn more about the effects of latex allergies, visit this website:

<http://www.osha.gov/SLTC/latexallergy/index.html>

### **BELL SCHEDULE**

<b>Period 1:</b>	<b>8:23-9:15</b>	
<b>Period 2:</b>	<b>9:20-10:10</b>	
<b>Nutrition:</b>	<b>10:10-10:20</b>	
<b>Period 3:</b>	<b>10:25-11:15</b>	
<b>Period 4:</b>	<b>(Lunch) 11:15</b>	<b>- 11:55</b>
<b>Period 4:</b>	<b>(Class) 11:20</b>	<b>- 12:10</b>
<b>Period 5:</b>	<b>(Lunch) 12:10</b>	<b>- 12:50</b>
<b>Period 5:</b>	<b>(Class) 12:00</b>	<b>- 12:50</b>
<b>Period 6:</b>	<b>12:55-1:45</b>	
<b>Period 7:</b>	<b>1:50-2:40</b>	

**Minimum Day: 12:35 Dismissal**

### **BULLYING (also see: Discipline and Cyberbullying)**

**Education Code section 48900(r) defines bullying as:** Any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act... directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with the ability to participate in or benefit from the services, activities, or privileges provided by a school.

**OPUSD Board Policy 5131.2 prohibits CYBERBULLYING,** which includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity to damage that person's reputation or friendships. When a student uses a social networking site or service to bully or harass another student, MCMS administration may file a request with the networking site or service to suspend privileges of the student and to have the material removed.

**When you encounter Cyberbullying we need you to:**

- Alert an adult on campus what is happening and when.
  - Utilize MCMS's "no penalty problem solving" with a staff member.
- Trust that reports are taken seriously and dealt with promptly.
- Focus on not retaliating with put-downs or abusive behaviors
- Also see MEDEA REPORT IT** (p.16)

### **BUS RULES**

Remain seated & facing the front of the bus. Listen for instructions. No loud conversation or unnecessary noise. No eating on the bus. Keep all parts of your body inside the bus. Do not bother the driver or other students. Conduct yourself at all times so as not to become a hindrance to the safe transportation of students. OPUSD uses Southwinds/Tumbleweed Transportation, as examples.

### **CALENDAR 2020-2021 (TENTATIVE)**

#### **August:**

- 5: Camp Medea
- 6: Registration
- 10: First Day of Classes
- 14: Fire Drill
- TBA: Back To School Night

#### **September:**

- TBA: Make-up Picture Day
- 7: Labor Day: No School
- 28: Local Holiday: No School
- TBA: Tobacco Bus of Horrors (6<sup>th</sup> grade)

#### **October:**

- TBA: Dance
- 15: California Shake Out

#### **November:**

- 11: Veteran's Day Holiday: No School
- 13: Minimum Day: 12:35
- 18- 20: Outdoor Education (6<sup>th</sup> grade)
- 23-27: Thanksgiving Holiday Break

#### **December:**

- TBA: Winter Concert
- 4, 8: Kaiser Permanente Educational Theater
- 18: Minimum Day
- 21: Winter Break Begins

#### **January:**

- 5: No school for students; teacher prep day
- 6: School resumes following Winter Break
- 18: Martin Luther King Holiday: No School
- TBA: Ability Awareness Faire
- TBA: Geobee & Spelling Bee

#### **February:**

- 12: No School
- 15: Presidents Day: No School

#### **March:**

- TBA: Culmination Photographs/Panorama Pictures

#### **April:**

- CAASSP Testing
- 2: Local holiday
- 5-9: Spring Break
- TBA : Open House
- TBA: Oak Park Music Festival

#### **May:**

- TBA: Big Sunday
- 21: 8<sup>th</sup> Grade Dance
- 24: 8<sup>th</sup> Grade Trip
- TBA: 8<sup>th</sup> Grade Breakfast, Awards, Recognitions
- 26: Culmination
- 27: Last Day of School



## CIVILITY POLICY AND COMMUNICATION

OPUSD Civility Policy [BP 1313(a)] states that “Members of the Oak Park Unified School District staff will treat parents and other members of the public with respect and expect the same in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.”

Parents are welcome to use school district-hosted email as their means of communicating with their child’s teacher or other staff members. Teachers check their emails daily, but in most cases will not respond during times when students are still in class. Whenever possible, staff will respond to inquiries within 2 working days. Communications using email or any other method must remain civil by all parties. Uncivil communication is defined by using profanity, employing insulting, rude, offensive or demeaning language, making threats, and using all capital letters to signify shouting. These are all violations of the School Board adopted OPUSD Civility Policy. Failure to remain civil in any communication with staff members could result in the loss of email access or other communications with staff members.

## CLUB OAK PARK, OPUSD EXTENDED CARE

This is OPUSD’s-operated before- and after-school child care program that is fee-based.

Club Oak Park offers daily hands-on activities e.g., science, art, gardening, robotics, coding, and more. Options for students include both structured and unstructured opportunities to build social and emotional skills; flexible scheduling options including part time and full time; morning only; afternoon only; morning and afternoon. The middle school program incorporates age-appropriate programming to keep students engaged and enriched. For more information and to sign up, [THECLUB@OPUSD.ORG](mailto:THECLUB@OPUSD.ORG)

## COMMUNICATION REGARDING SCHOOL PROGRESS AND PROGRAMS

Middle school students are expected to communicate honestly and frequently with teachers and parents about their progress and problems in order to allow all of us to work together toward the success for all students that we desire. Students are expected to immediately transport all information given to them by the school or parents, either to home or to school.

### **A. Progress Reports and Report Cards**

Teachers frequently post grades, either in class or on “Q” and provide you with grade printouts; you are expected to look up your grade information on “Q” or take that information home to share. Every five weeks teachers provide you with a grade update and progress reports are posted on “Q” for students not meeting standards; these are to be immediately shared with parents. Final Report Cards are posted on “Q” at the end of each ten week quarter; these are to be immediately shared with parents. Hard copies of grades are available by request in the MCMS Office. Until you are 18 years old, these types of communication belong as much to your parents as to you.

Students shall have multiple opportunities to demonstrate mastery through a variety of methods including, but not limited to, tests, projects, portfolios, and/or class discussion as appropriate. Students shall not be given extra credit towards academic grades for attending school events, donating materials, or any other similar activities that could exclude a student because of where

they live or their socioeconomic status. Rather, extra credit in the academic grades shall only be given to students when the points reflect mastery of course content. ***Bd Policy 5121***

### **B. Culmination Privileges**

8th grade students look forward to several special activities as part of leaving middle school for high school. These privileges are only available to those 8th grade students who meet the standards for culmination. As a reward for students’ efforts there are three activities that are a special part of the 8<sup>th</sup> grade experience.

#### **The Culmination Ceremony requirements are:**

1. During 8th grade a student must have **a final cumulative GPA of 1.5.**
2. A student must not receive more than **four (4) “Unsatisfactory”** marks in Citizenship, during the school year (on the final report cards—not progress reports), cumulative, with no more than **one (1) “Unsatisfactory”** mark in citizenship during the 4<sup>th</sup> Quarter.

**Appeal Process:** For students who are notified in May that they are NOT eligible for culmination, students/families may appeal the decision through the Appeal Process. An Appeal Form may be obtained from the principal or assistant principal; this is to be completed and submitted for review by the Culmination Appeal Committee.

#### **The Universal City and 8<sup>th</sup> grade Dance requirements are:**

1. Meet the minimum culmination ceremony requirements and;
2. Have **NO Fails in the 4<sup>th</sup> quarter of 8<sup>th</sup> grade.**

Activities may be denied for violations of standards during the final semester. Discipline suspensions or referrals may also cause students to be prevented from participating in the culmination/ activities. If a student does not meet these privilege standards, participation in school activities, culmination, or retention of the student will be determined by a Student Study Team.

### **C. High School Extra and Co-Curricular Eligibility**

In order to be eligible to participate in extra and co-curricular activities in high school, students must maintain a 2.0 or “C” grade point average with no contributing grades of “Fail” during the preceding marking period.

### **D. School Newsletters & Bulletins: Electronic Communication**

The MCMS website is the go-to place to get great MCMS information. From an array of *Staff Pages* and links, daily there is a wealth of news. Additionally, newsletters produced by student and parent groups are regularly posted on the site, and are often sent by email. *Parent Square* is MCMS’s and OPUSD’s electronic communication vehicle. School and District news, calendar, and updates arrive as emails. *Parent Square* is partnered with Q, our student information system, so that when a new student is enrolled in MCMS, parents automatically receive an email to join Parent Square to receive regular school-related communication.

Daily video-casts are shown in class, with the text posted (near the Student Window) every day. Students submitting information for video notices must have prior approval by a faculty sponsor and submit them no later than 10:00 a.m. the preceding day. Important announcements may be missed by many students if they do not watch the video-casts. Many clubs and activities are on a “first come, first served” sign-up basis.

### **E. Messages for Students**

In order to avoid classroom interruptions, messages will not be delivered to students. Students should check the Student Window for posted messages during the day.

### **F. Emergency Contacts**

In case a parent or guardian cannot be reached by telephone only the person(s) listed on the “Emergency Card” may be contacted or be able to pick up a student in the event of an emergency. **Please keep this information up-to-date in *Parent Connect*. Parents are**

expected to do this directly in *Parent Connect*. Parents should also notify the Attendance Office if they have Hospital Release Forms on file at local hospitals.

### **G. Moving**

Students are requested to submit to the Office any change of address or telephone number. Parents must provide the Office with home and work numbers.

### **H. What Should I Do If...**

***I arrive early?*** You may study in the library or remain in the quad area until the bell rings. (Students are not encouraged to arrive before 7:30a.m.—unless they are signed up for The Club: see p.8)

***I am late to school?*** Bring a note from home and report to the Office/Student Window for a pass.

***I must leave early?*** Bring a note before school to the Student Window. They will issue you a pass to use to leave class. When it is time to leave, be sure to check out through the Main Office.

***I forgot my locker combination?*** Check with the Health Tech in the Office.

***I lost my backpack?*** Check with Lost and Found in the Office.

***I have a personal problem?*** Talk with your teacher or make an appointment to see the Principal, Assistant Principal, Ms. Gottlieb, Ms. Large, Ms. Perez, Ms. Bednar or Ms. Smilor. They are all here to help!

***I have trouble in class?*** Talk with your teacher.

***My parents want a conference?*** Bring a note from home and give it to your teacher—or email the teacher.

***I must leave the classroom?*** Ask your teacher to write you a pass.

***I am moving?*** Bring a note from home and give it to an office staff member.

### ***I have a problem finishing a homework assignment?***

For occasional family emergencies or extenuating circumstances/responsibilities, students/parents should check teacher websites under “Staff Pages” and communicate with the teacher regarding homework due dates.

### ***I or someone I know is in crisis and needs immediate assistance?***

Speak with a trusted adult on campus or call or text these numbers:

National Suicide Prevention Hotline: 1-800-273-8255

Crisis Text Line: Text “START” to 741741

TEEN LINE-Text “TEEN” to 839863

## **COMMUNITY SERVICE PLAN**

MCMS actively encourages students to get involved with their community, far and wide, to make a positive impact on the world. There are many opportunities to get involved. Check the MCMS website and listen to morning announcements. The objective of MCMS' Community Service Plan, and award, "Panthers Make A Difference," is to provide incentives and recognition for students to engage in service and charitable activities. For additional information, see the Vice Principal for a copy of the Plan's Guidelines and a "Panthers Make A Difference Form"—or download from the MCMS Website.

## **COMPUTER USE**

Students are given instruction in correct computer use. Both parents and students must sign the "Acceptable Use Policy" (pp.20-24) before students may use on-line services. Students who violate their agreement will be subject to discipline under "unauthorized use of school equipment." Computers are not for

personal use such as checking or sending e-mail and are not to be used for playing games or making purchases on the Internet.

All 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders participate in the one-to-one *Chromebook* computer program. Each student is issued a school-monitored computer laptop. Students receive information on this program through the Registration process.

## **CYBER SAFETY**

Cyber safety is learning how NOT to be a target for scams, bullies, and predators online; what to do and what not to do to keep your private information private (for example, passwords) and to keep embarrassing pictures and information from going viral.

## **CYBERBULLYING (and prevention)**

1. **Educate yourself:** What IS cyberbullying? –using media to threaten, harass or embarrass.
2. **Protect your password:** Never leave a password where other can see it; don't give it out. If others know your password, change it NOW!
3. **Keep photos family friendly:** Do you want your family, school personnel, and the future college admissions officer to see pictures of yourself in embarrassing poses? Bullies can use embarrassing pictures against you.
4. **Never open unidentified or unsolicited messages:** Do not open messages from people you do not know. These include emails, text messages, Facebook messages, etc.—and clicking on links to other pages. Delete them without reading. All of these can contain viruses that can ruin your computer or collect private information from you without you knowing this.
5. **Log out of online accounts:** Don't save passwords from fields within web sites or your web browser for convenience; don't stay logged in when you walk away from a computer or cell phone. Prevent someone else from gaining your on-line identity.
6. **Pause before you post or reply:** DO NOT RESPOND TO UNKIND, VULGAR COMMENTS OR THREATS.
7. You are judged by what you post and you may escalate a situation by responding on-line. Alert an adult instead.
8. **Set up privacy controls:** Restrict access of your on-line profile to trusted friends and family. Most sites (Facebook and Google+) allow you to share information with friends only.
9. **“Google yourself”:** Use search engines (Google, Bing, Yahoo) and see if personal information/pictures come up that someone can use to hurt you. Take these off immediately.

## **Responding to Cyber Bullying Online/Phone:**

1. **Ignore Them (at first):** as with any bullying or harassment, a minor incident that is ignored may very well make it go away. No response is not “fun” for the bully. **If it occurs again, get help from a trusted adult.**
2. **Take a stand:** If you see or hear cyber bullying, don't contribute. Tell them to stop or enlist the help of an adult you trust.

3. **NEVER retaliate:** Retaliation ALWAYS makes the situation worse, and puts you in danger of getting into trouble. Get help from a trusted adult.
4. **NEVER pass along messages from cyber bullies:** Don't be part of the problem—and get yourself into trouble!
5. **Save the evidence:** Print out messages and emails, save texts and capture screen shots when cyber bullying occurs. Turn these over to a trusted adult.
6. **Block access to cyber bullying:** You can block certain users from messaging you and, in many cases, you can block phone numbers. Contact your cell phone service provider for help.
7. **Report it to the site:** Highly used web sites make it pretty easy to report cyber bullying. Harassment/bullying is a violation of the terms of service of all well-known web sites.
8. **Contact the police:** If you feel your safety or the safety of someone else is in danger, call the police immediately. Any time there is a threat, let an adult know.

## **DIGITAL CITIZENSHIP**

Digital citizenship is about knowing how the Internet works, accessing and navigating digital media, and exercising responsible behavior that keeps you safe and keeps your on-line identity secure.

### **Acceptable Use Agreement (AUA):**

Each MCMS student (and parent/guardian) accepts and signs an OPUSD Acceptable Use Agreement (AUA) for regulating electronic devices and technology pertaining to school. The current version of the Student Technology AUP was adopted by the OPUSD Governing Board on March 20, 2018. Refer to pages 20-23 for AUA.

### **Oak Park USD Social Media Guidelines for Students:**

Within Oak Park schools, we recognize that the effective use of social media with students both in and out of the classroom can help to create transformative learning environments. With it, we are able to further our vision as a learning community, and create an environment “where the world opens up”. As this is a new digital world for many, we want to help students with some guidelines that will help promote communication in a safe manner for students, staff and the community.

### **OPUSD Social Media Guidelines for Students**

1. Be aware of what you post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates,

- and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
9. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

From: <http://socialmediaguidelines.pbworks.com/w/page/17050885/Student%20Guidelines>

## **DISCIPLINE**

### **A. RESPECT FOR PEOPLE, PROPERTY, AND LEARNING**

- **Protecting Personal and Public Property** - Students should protect their own property by keeping their backpacks with them or in their locker rather than leaving them sitting around. Never share your locker combinations or I.D. number in order to protect your privacy and property. Don't bring valuables to school.
- **Cheating and Plagiarism** - Using the work of other people rather than doing your own work deprives you of the chance to actually learn the material you are expected to learn. Show respect for the work of authors and researchers by not copying their information. Learn to cite their work properly if you want to use it as an example. Cheating on an exam, copying the work of another student or from the Internet, or giving your work to another student may result in a zero grade being assigned and the student being placed on a contract. Additional discipline will be assigned as specified in the discipline chart. Discipline policies will apply to both parties involved in cheating.
- **Peer Relationships** - Students should be aware of acceptable behavior on campus or at any school activity or trip. We depend on the good judgment of the student. Overt physical contact such as kissing, prolonged hugging, or sitting in laps is not permitted. Students failing to use good judgment will be warned and parents notified.

**Gender Rights**—Per Education Code section 221.5(f): Pupils shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and

competitions, and use facilities consistent with gender identity, irrespective of the gender listed on the pupil's records.

Oak Park Unified School District's Administrative Regulation ("AR") 5145.3(g)(4) states: A student shall be permitted to participate in accordance with gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips.

- **Harassment** - (REPEATED name-calling, bullying, rumors, unkind behavior) will not be tolerated.
- **Sexual Harassment** - Sexual harassment is unwelcomed sexual attention. It is attention of a sexual nature that is not wanted by the person receiving it. *The issue is the impact of the attention and not the intent.* Even if the one conferring the attention is unaware that the attention is unwelcome, it may be offensive. (Behavior resulting from mutual attraction is not a form of sexual harassment, because both parties welcome the interaction.) It is sexual harassment when:

A person in a position of power coerces, or attempts to coerce, a subordinate or a student into providing sexual favors. (The subordinate or student may not feel at liberty to say "no" due to the imbalance of power); an individual behaves (or group of individuals behave) in a manner that is sexual in nature that creates a hostile, offensive, or intimidating work or learning environment. (This behavior may occur between people with unequal power, as well as between peers.)

**Other types of conduct which are prohibited and which may constitute sexual harassment include:**

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to education tools.
9. Cornering or blocking of normal movements.
10. Displaying, passing around sexually suggestive objects in the education environment.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint. Pupils participating in harassment will be referred to MCMS administration for disciplinary action. Continuing or severe harassment of a sexual or other nature may be reported as a "hate crime" to law enforcement authorities.  
*We want harassment reported and dealt with appropriately.*

## **B. BOARD POLICIES REGARDING STUDENT RIGHTS AND RESPONSIBILITIES**

Students do not leave their rights outside the school. On the contrary, students have rights under the Constitution that must be protected while they are in school. Students or parents may appeal according to Board Grievance Procedures, with Uniform Complaint Procedures.

### ***Conduct – Bd. Policy 5131***

All students are expected to comply with school regulations to pursue the required course of study and to accept the reasonable authority of the Principal and the school staff. Students shall have freedom and encouragement to express their individuality in school so long as this conduct does not intrude upon or endanger the freedom of others to behave as they wish, particularly upon the freedom of peers to receive instruction. It is the intent of the Board of Education to establish a rational position between freedom for each individual and the necessity for sufficient order to permit the operation of the instructional program. Students en route to or from school or in attendance at school functions are subject to the authority of the school.

### ***Student Activism – Bd. Policy 5131.4***

The Board recognizes that students have the right to form and express opinions on issues of interest to them. Such expressions shall not be allowed whenever they endanger the rights of other students or interfere with the orderly operation of the school.

### ***Vandalism – Bd. Policy 5131.5***

Students found responsible for vandalism or other damage to school equipment or school property shall, along with their parents, be held financially responsible. The district may collect debt owed by a student or former student as a result of vandalism or to cover the replacement cost of district books, supplies, or property loaned to a student that the student willfully fails to return or that is willfully cut, defaced, or otherwise injured. The Board authorizes the Superintendent to file claims on behalf of the Board in the small claims court of Ventura County.

**REWARD** - Persons providing information leading to the reclamation of stolen or damaged school property may receive up to a \$500.00 reward.

### ***Drugs, Tobacco, and Alcohol - Bd. Policy 5131.6***

It shall be the policy of the schools to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale and/or use of behavior-affecting substances. These substances shall include, but not be limited to, tobacco, vape-related items, marijuana, LSD, glue, alcohol, and barbiturates. Possession and/or sale of look-alike substances will have the same results as any controlled substance. School property, including lockers, may be inspected by school authorities in the interest of maintenance, health, and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel.

## **C. STUDENT DISCIPLINE GUIDELINES (BASED ON BOARD POLICIES 5144 SERIES)**

### **Student Responsibilities**

All students are expected to comply with school regulations, to pursue the required course of study, and to accept the reasonable authority of the Principal and the school staff. The goal in discipline is for the student to grow and develop self-control and self-direction.

### **School Staff Responsibilities**

School staff members are expected to develop age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at school. The strategies shall focus on providing students with needed supports; communicating clear,

appropriate and consistent expectations and consequences for student conduct; ensuring equity in the implementation of Board approved discipline policies and procedures; exercise a reasonable enforcement of school regulations and for counseling students regarding potential deficiencies or problems. The staff also has a responsibility, whenever possible, to notify parents of potential deficiencies or problems before they occur. The Principal may implement necessary procedures, rules, and regulations to render effective the policies of the Governing Board relating to standards of behavior. Teachers shall be responsible for the instruction of pupils in rules and regulations of proper conduct, as well as be responsible for proper and adequate control of pupils. The responsibility and authority of any teacher expands to all pupils of the school district. The Principal shall take steps to insure that all rules pertaining to the discipline of pupils are communicated to students at the time they are enrolled in the school.

#### **Parent Responsibilities**

Parents shall be expected to cooperate with school authorities regarding the behavior of their children. Parents shall be held responsible for the willful misbehavior of their children, as indicated by section 1714.1 of the Civil Code and Education Code Section 48904.

#### **SPECIFIC PROCEDURES FOR DISCIPLINARY ACTION/PROGRESSIVE DISCIPLINE:**

Pursuant to all State law and Oak Park Unified School District Policies and Procedures, the following actions are taken to enforce necessary regulations. This listing of minimum and maximum actions does not imply or require that a "step-by-step" progression of increasing severity will be used by school staff in dealing with a violation. In most cases, disciplinary action is dependent upon the situation and the previous behavior record of the student.

#### **D. SCHOOL ON SATURDAY (SOS)**

Allows students to be disciplined without missing class assignments, and it reinforces the fact that they have made a mistake.

#### **SOS Rules and Regulations**

1. The time usually assigned is two (2) hours [but can be up to four (4)]; from 8:00 - 10:00 am. [or until 12:00]
2. Students who report late will be sent home and no hour credit will be recorded.
3. If a student is a discipline problem during the SOS, parents will be notified and the student sent home with no hour credit recorded.
4. Any time a no hour credit situation occurs, a follow-up conference with the administration will be necessary to determine the course of action by the school, including the possibility of suspension.
5. Students working in an unsatisfactory manner will be warned once, and if the work continues in such a manner, the student will be sent home with no hour credit recorded.
6. There will be NO cigarettes or smoking/vaping on campus at any time.
7. An unexcused absence from SOS will result in administrative disciplinary action including the possibility of suspension.

8. Visitors will NOT be allowed at Saturday School.
9. Students are responsible for their own transportation.
10. If there is an emergency and the student cannot attend Saturday School, please email the Dean prior to the start of Saturday School.

#### **E. STUDENT APPEAL PROCESS**

Students who wish to have the faculty consider policy or rule changes must do the following in order:

1. Contact the Principal or Vice Principal in writing to see if a rule change in this area is being considered, or if the rule is one that must be appealed to a higher authority first (School Board), or if the rule cannot be changed because of law.
2. You must provide a written proposal that describes in detail what is wrong with the current situation and what you believe would be a better solution. In your written proposal, you must detail your arguments both for and against the proposed solution by both student and faculty (that's a total of four arguments). You must include research into what other schools have done. This will prepare you to recognize and be ready to discuss the different points of view that cause rules to be controversial at times and why getting agreement to change may be difficult.
3. These pieces of evidence will be presented to the faculty so they can take one of the following steps:
  - a) Ask you to survey the people who would be affected by this change so that opinions of all others are known;
  - b) Ask you to gather some other information before going on;
  - c) Agree with your proposal and work with you to get it into action;
  - d) Reject your proposal with comments back to you as to why.

#### **F. POSSIBLE CONSEQUENCES FOR VIOLATION OF A RULE**

1. Conference with student regarding violation, and a warning.
2. Parent contact to review violation and sequences.
3. Detention/campus clean-up/confiscation.
4. Referral to Office.
5. Parent/teacher/administrator conference.
6. Signed behavior contract.
7. School on Saturday.
8. In school suspension (all day, class or activity).
9. Suspension from school.
10. Removed from class with Fail (WF) grade.
11. Transfer to another specialized Program or Continuation School.
12. Contact with police or appropriate Agency.
13. Recommend expulsion from District.

#### **G. RECOMMENDED DISCIPLINARY ACTIONS/ PROGRESSIVE DISCIPLINE:**

Discipline is commensurate with the severity and circumstances of the behavior violation.

Behavior: Minimum-Maximum Consequences:

## **I. Violations Against School Standards**

### **A. Disruptive Behavior**

Actions which are detrimental to the effective and safe operation of the school  
1-12

### **B. Continued Disruptive Behavior**

Repeated actions that violate school rules for safe conduct and effective school operation  
1-12

### **C. Forgery**

Falsifying signature or data on official records, letters, or notes from home  
2-13

### **D. Truancy**

Leaving class/campus during school hours without proper clearance  
2-13

### **E. Misbehavior on Buses**

Bus drivers and staff members are responsible for the orderly behavior of pupils while they are on the bus. Continued disorderly behavior or severe misbehavior shall be sufficient reason for a pupil to be denied transportation on a bus by the Principal or designee  
1-10

### **F. Student Attire**

See Dress Code  
1-10

### **G. Violation of Suspension**

Physically present on a school campus or at a school activity while on suspension  
9-13

### **H. Plagiarism/Cheating**

Copying another student's homework or providing your work to others, cheating on a quiz or test/exam  
4-13

### **I. Technology Use**

Inappropriate use of any technology on the school campus, or involving another student or staff member. Use of a cell phone, smart watch, pager, or other mobile communication device during instructional time or in an unauthorized manner in violation of district policy (*cf. 5131.8 - Mobile Communication Devices*) (*cf. 6163.4 - Student Use of Technology*)  
4-13

## **II. Violations Against Persons**

### **A. Assault**

Unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another (PC 240)  
8-13

### **B. Battery**

Any willful and unlawful use of force or violence upon the person of another (PC 242)  
8-13

### **C. Assault on a Staff Member**

(See A above)  
10-13

### **D. Battery on a Staff Member**

(See B above)  
10-13

### **E. Weapon Possession or Providing a Weapon**

The unauthorized possession of any instrument (or look alike) designed for or capable of producing death or great bodily harm (PC 12020)  
9-13

### **F. Assault with Deadly Weapon**

Every person who commits an assault upon the person of another with a deadly weapon or instrument or by any means of force likely to produce great bodily injury is punishable by law (PC 245)  
9-13

### **G. Fighting**

Mutual combat in which both parties have contributed to the situation by verbal and/or physical action  
6-13

### **H. Hazing/Hate Crimes (EC 48900.3)**

Participating in, or conspiring to engage in, or conspiring for others to engage in harassing acts that injure, degrade or disgrace other individuals  
3-13

### **I. Interference/Obstruction**

Any action taken to attempt to prevent a staff member from lawful assigned duties  
8-13

### **J. Verbal Abuse**

Threatening language to a staff member  
8-13

### **K. Sexual Harassment (EC 48900.2)**

Any unwelcome sexual advance, request for sexual favor, or any other verbal, non-verbal, physical, or visual conduct of a sexual nature  
2-13

### **L. Harassment (EC 48900.4)**

Engaging in harassment, threats, or intimidation  
8-13

### **M. Terrorism (EC 48900.7)**

Engaging in terrorist threats against school officials, property, or both  
8-13

## **III. Violations Against Property**

### **A. Extortion or Robbery**

The obtaining of property from another with consent, induced by a wrongful use of force or fear, or under the guise of official right (This includes asking others for money) (PC518)  
8-13

### **B. Theft**

An unlawful taking of property (PC 518)  
8-13

### **C. Unauthorized Use of School Property**

The unauthorized/illegal use of school property  
8-13

### **D. Willful Damage of School Property**

Any student who willfully cuts, defaces, or otherwise injures in any way property, real or personal, belonging to the school district is liable  
7-13

### **E. Damage to Personal Property**

(See D above)  
7-13

#### IV. Violations Against Public Decency and Good Morals

##### A. Gambling

The playing of a game of chance for stakes (PC 330) 7-13

##### B. Vulgarity/Profanity and Habitual Thereof

Language that is disgusting to the senses; repulsive 8-10

##### C. Offensive Social Behavior

Activities that are an infraction of acceptable social actions

1-10

#### V. Violations Against Public Health and Safety

##### A. Possession or use of any of the following:

Dangerous drugs, drug paraphernalia, unauthorized controlled substances, alcohol, tobacco, inhalants (substances containing toluene), vape-related items or look-a-likes of any of the listed items.

9-13

For purposes of this section, "products containing tobacco or nicotine products" means a product or device as defined in subdivision (d) of Section 22950.5 of the Business and Professions Code and include electronic cigarettes that can deliver nicotine and non-nicotine vaporized solutions. Possessed or used" means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

##### B. Selling any of the following:

Dangerous drugs, drug paraphernalia, unauthorized controlled substances, alcohol, tobacco, inhalants, or look-a-likes of any of the listed items

11-13

Trading cards, food, or other items without permission.

1-12

#### Campus Conduct: Grounds for Suspension and Expulsion (E.C 48900)

A pupil can be suspended from school or recommended for expulsion by the Superintendent or the Principal of the school in which the pupil is enrolled if it is determined that one or more of the enumerated acts below have been violated while:

- On any school grounds within the District
- Going to or coming from school
- During the lunch period, whether on or off campus
- During, or while coming or going from, a school-sponsored activity

- A. Caused, attempted to cause, or threatened to cause physical injury to another person; or willfully used force or violence on the person of another, except in self-defense.
- B. Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in the case of

possession of any such object, the pupil has obtained permission to possess the item from a certificated employee.

- C. Unlawfully possessed, used, sold, furnished, or been under the influence of any controlled substances.
- D. Unlawfully offered, arranged or negotiated to sell a controlled substance, alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished or represented to any person that liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- E. Committed, or attempted to commit, robbery or extortion.
- F. Caused, or attempted to cause, damage to school or private property (vandalism).
- G. Stolen or attempted to steal school or private property.
- H. Possessed or used tobacco, or any products containing tobacco or nicotine-related substances, including vape-related items.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
- K. Disrupted school activities or otherwise contributed to creating an unsafe school environment.
- L. Knowingly received stolen school or private property.
- M. Possessed an imitation firearm.
- N. Committed, or attempted to commit, a sexual assault or sexual battery, as defined in the Penal Code.
- O. Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding.  
(E.C. 48900.2) Committed sexual harassment  
(E.C. 48900.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence  
(E.C. 48900.4) Engaged in harassment, threats or intimidation  
(E.C. 48900.7) Engaged in terroristic threats against school officials, school property or both
- P. Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- Q. Engaged in an act of bullying including, but not limited to, bullying committed by means of an electronic act\* directed toward a pupil or school personnel.
- \*Electronic act means the creation or transmission on or off school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication including, but not limited to (Education Code 48900(r)):  
i. A message, text, sound, video, or image  
ii. A post on a social network Internet web site, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.
- R. Aided or abetted the infliction or attempted infliction of physical injury.
- S. As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- T. (E.C. 48900.5) Pupil's presence causes a danger to persons or property, or threatens to disrupt the instructional process.
- U. (E.C. 48900.7) Pupil has made terrorist threats against school officials, school property, or both.
- V. (E.C. 48900.2) Committed sexual harassment as defined in section 212.5 of the California Education Code.
- W. (E.C. 48900.3) Caused, attempted to cause, threatened to

cause, or participated in an act of hate violence

X. (E.C. 48900.4) Engaged in harassment, threats, or intimidation against school district personnel or pupils.

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

### **Recommending Expulsion (E.C. 48915)**

Although the Oak Park Unified School District follows a progressive approach to student discipline, the acts enumerated in E.C. 48915 constitute serious threats to school and individual safety. As a result, they will be dealt with in a swift and appropriate manner as prescribed in the Education Code.

The Education Code requires that the Principal or Superintendent of schools recommend the expulsion of a pupil for any of the following acts committed at a school or at a school activity off school grounds.

The Principal or the Superintendent of schools **shall** recommend a pupil's expulsion for any of the following acts, unless the Principal or Superintendent finds and reports in writing to the Governing Board, that the expulsion is inappropriate due to particular circumstances.

- (1) Causing serious physical injury to another person, except in self-defense
- (2) Possession of any knife or other dangerous object of no reasonable use to the pupil
- (3) Unlawful possession of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code (except for first offense of less than one ounce of marijuana)
- (4) Robbery or extortion
- (5) Assault or battery upon any school employee

In addition, the Principal or Superintendent of schools **shall** recommend the expulsion of a pupil that has committed the following acts at school or at a school activity off school grounds.

- (1) Possessing, selling, or otherwise furnishing a firearm or imitation firearm
- (2) Brandishing a knife at another person
- (3) Unlawfully selling a controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code (HSC)
- (4) Committing or attempting to commit a sexual assault or sexual battery
- (5) Possession of an explosive

## **DRESS CODE**

**Medea Creek Students Dress for Success!** The manner of student dress is a matter to be determined primarily by the students' parents. The District expects students will attend school wearing clothing which is both neat and clean and which is appropriate to the weather and to the activities being conducted in school. MCMS believes that dress and grooming influence the way that we behave. Under no circumstance shall the dress or appearance of a student be such that it endangers the health and safety of the student or others or such that it has a disruptive effect upon the orderly operation of the school.

### **Medea Creek Dress Code:**

1. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (i.e. dresses, leggings, or shorts) and shoes or sandals.
2. Clothing must cover the chest, back, buttocks, and torso (e.g., private parts.) Tops must have two straps.
3. Clothing must cover undergarments.
4. Clothing must not be see-through.
5. Clothing may not depict, advertise or advocate the use of alcohol, tobacco, vaping products, marijuana or other controlled substances or weapons.
6. Clothing may not use or depict hate speech targeting groups based on, including but not limited to, disability, race, gender, ethnicity, nationality, immigration status, religion, sexual orientation, household income, gender identity, gender expression, or cultural observance.
7. Students may not wear clothing or accessories that feature offensive images or language including profanity, hate speech, pornography, vulgarities, or defamatory language.
8. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop classes, field trips and other activities where unique hazards or specialized attire or safety gear is required.
9. Hats and other headwear must allow the face to be visible to staff. Masks are not allowed.
10. Students must wear shoes with backs, including sandals. All shoes must be hard-soled. **No slippers or flip-flops.**
11. No wearing of a color, style, or item of clothing, a particular hair style or jewelry, and symbols of identification associated with gangs. No clothing which depicts sexually suggestive behavior.
12. No clothes may be worn which look like underwear or sleepwear (pajamas, etc.)
13. The principal and staff of the school may establish reasonable additional regulations regarding student appearance and attire to be required of students who voluntarily engage in extracurricular or other special activities, including school dances and curricular trips, as examples.

## **DRUGS/MEDICATION**

### **A. Prescription and Non-Prescription Medication, Vitamins and Supplements:**

All prescription or "over-the-counter" medicine, including cough drops and inhalers, must be stored in the Health Office. It is a violation of law for students to carry any medicine on campus. If the student needs to take medication during the school day, parents should return a completed Medicine Release form allowing the school to administer the medication. Please get forms from the Office. Students needing to use inhalers will inform their teacher and be released to the Office. According to the law, the school may not dispense nonprescription medicine unless parent permission, doctor's authorization, and the medicines are provided appropriately to the School Office. All medication forms must be renewed annually.



## **B. Drugs, Tobacco, All Vape-Related Items and Alcohol:**

Drug, tobacco, vape related items, or alcohol (or any "look-alikes" of these three items) products are not to be brought on to the campus at any time by any person except under prior special arrangement, with written permission of the school. Any student under the influence of or in possession of these items is in violation of law and school rules. The consequences are severe for every type of violation and will be discussed with students at the beginning of each school year. There are no "harmless or minor offenses." The discipline section of this handbook specifies the range of school consequences, including suspension and recommendations for expulsion, that will be used for every violation involving these items. Law enforcement authorities will be called to investigate violation of law; notification of parents may only occur after an arrest has been made as the school cooperates in every way with the proper authorities.

## **C. Drug Dog Searches:**

In our continuous effort to foster a safe learning environment, MCMS randomly and periodically hosts drug dog searches of material property only on campus.

**DON'T DO DRUGS!** *Did you know that inhaling any material containing toluene can cause a condition of intoxication? Many common school/household supplies such as glue, cement, white out, and permanent markers contain toluene. Any person under the influence of toluene is guilty of a misdemeanor. Check the labels on your school supplies and do not bring items containing toluene to school.*

## **FIELD TRIPS**

Student participation in field trips sponsored by MCMS is voluntary. Students will be provided with instruction at school if they do not attend. Fees to support field trips are donations\* All students who want to attend may do so, regardless of the ability donate. Parent volunteers are expected to give their full attention to students they supervise; siblings are not allowed to attend. Students must travel to and from events in school-approved vehicles. Parent drivers must be district approved.

Students must have all work due to class upon the return to class, and must be prepared to either make-up missed assessments or take tests/quizzes on the day of return, unless other prior arrangements have been made by the teacher.

Any medications that parents request to be brought on the trip must be accompanied by a completed school form, signed by the child's doctor. Contact the MCMS Health Tech, for information.

\* As a public school we are allowed to charge fees for field trips and excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds. (Education Code § 35330(b)).

## **FOOD & FOOD SERVICE (CAFETERIA)**

1. The District will provide the opportunity to buy food items at lunch and nutrition. Many *a la carte* items are available. Food offered meets OPUSD's Wellness Policy criteria, which aims to provide healthy choices.
2. The cafeteria uses a POS (point of sale) system to purchase food. Students must use their student ID to purchase all food, including paying by cash. Parents and students may establish an 'account' (check payable to OPUSD in MCMS and placed in Office box), minimum \$20.00, with the

Student ID number. The ID is swiped at POS and the amount is deducted from the account.

3. OPUSD recycles. This includes the composting of food waste; students put uneaten food waste in designated bins. Meals are served on plates (with utensils) that are returned.
4. Students are expected to be courteous to both adult and student workers.
5. Cutting in line, pushing, or general horseplay will result in disciplinary action.
6. Students are to stay in the designated areas at lunch and nutrition. These areas are clearly marked with painted lines.
7. Students may eat in the pavilion area and adjacent areas with lunch benches.
8. Students should not ask others for money or give money to someone else to buy their food.
9. Throwing food or drinks will result in disciplinary action.
10. Students leaving trash will be placed on trash pick-up.
11. All students are expected to place trash in the appropriate recycle bin.

\*\*\* Parents may drop off a forgotten lunch and leave it on the Student Table in the Office, but OPUSD prohibits parents from delivering fast food to students. Additionally, we do not allow these items to be provided to other students.

## **FORGOTTEN ITEMS**

This includes books, homework, lunches, P.E. clothes, lunch money, etc. Forgotten items that are brought in by parents will be kept in the Attendance Office for the student to pick up. Students who forget something should check the student desk in the Office. *We will not be able to deliver these items to the classrooms or call for individual students.*

## **HOMEWORK GUIDELINES**

No homework, which includes, but is not limited to, assignments, projects, reports, research, and reading, will be assigned over the Winter Break for any student at any school in grades K-12. Tests may not be scheduled within two school days of the return from Winter Break, which would require students to prepare for them over the break. Additionally, no homework, which includes, but is not limited to, assignments, projects, reports, research and reading, shall be assigned to students in grades K-8 for the following breaks: Thanksgiving Week, Winter Break, Presidents' 4-Day Weekend, and Spring Break. Tests may not be scheduled within two school days of the return from any of these breaks, which would require students to prepare for them over the breaks.

### ***Bd Policy Series 6000 Instruction BP 6154(b)***

In accordance with Board Policy 6154, Medea Creek Middle School provides homework guidelines to promote consistency in assignments among courses and grade levels. MCMS believes homework is an opportunity to support and enhance learning beyond, or in preparation for, the school day. Homework introduces, reinforces, or extends knowledge and skills learned within the classroom. It is reasonable to expect an increased level of homework through each grade level, 6th through 8th. In general, students may expect on average a total of about an hour to an hour and a half each evening. However, there are many factors that may impact this amount (see Specific Homework Factors below). Homework, like other aspects of school, is not "one size fits all"; it is recognized that while the guidelines are suggested, each individual student may have differing needs, abilities or interests which can impact the time on task for homework.

**What is Homework?** Homework is study outside the classroom that engages students in valuable activities, either independently or collaboratively for group assignments, to prepare, practice, extend or apply knowledge and skills identified as the standards of a course.

**Types of Homework:** The Acronym PREP identifies the four types of homework: Preparatory, Reinforcement, Extension, Practice.

**Preparation:** Assignments provide opportunities for students to gain background information so that they are better prepared for future lessons. Examples include background reading (like a chapter that will be discussed in class the next day), collecting data (research), or watching a video prior to the next day's lesson. These assignments are short term.

**Reinforcement:** Assignments provide students with the opportunity to revisit challenging material and gain further understanding of concepts and skills. Examples are studying for a cumulative test or writing a reflective response to a class discussion.

**Extension:** Assignments encourage application of newly acquired skills or concepts. Examples include book reports, research papers, presentations and class projects. These assignments are often long-term, with teacher guidance and check-in points prior to the assignment due date.

**Practice:** Assignments provide opportunities to review and rehearse recently learned skills. Examples include math problems, vocabulary words, or practicing a musical instrument. These assignments are usually short-term, in limited amounts, and should not include new concepts. Practice may also be reviewing and studying for exams or quizzes.

*Please see the MCMS website for teacher, parent, student responsibilities RE: homework.*

## **LIBRARY/MEDIA CENTER RULES**

### **BOOKS/TEXTBOOKS**

1. No food or drink allowed in the Library (water bottles allowed.)
3. Help keep the library a quiet place by talking softly.
4. Remain seated while working.
5. When all the chairs are taken, the library is full. Students needing to study will do so at the outside tables.
6. Students who volunteer to help in the library can earn CJSF service credit for their hours.
7. Students who do not follow these guidelines will be asked to leave. Students who are asked to leave two times in a quarter, will library privileges for two weeks. If there is a third incident in a quarter, a discipline referral will be written and given to the Dean.
8. Lost and damaged books: students will be held responsible for paying for lost and/or damaged books and all fines.
9. Study Hall is held in the Library Monday-Friday from 7:30 -8:15 a.m.
10. Lunchtime Library use is available Monday-Friday when space allows.
11. Students should be in the Library area only when there is an adult present

### **LOCKERS (C-BUILDING)**

We are fortunate to have them at MCMS. Please make full use of them, storing books and supplies in them whenever possible. **DO NOT GIVE OUT COMBINATIONS TO ANYONE!** Leave valuables at home and do not leave belongings unattended. If you forget your combination, see the Health Tech in the Office.

### **LOST AND FOUND**

Many items are lost by students and go unclaimed each year. Please check both P.E. and Office Lost and Found boxes on a regular basis. Each quarter the unclaimed lost and found items are donated to charity.

## **MEDEA REPORT IT (MRI)**

MRI is an anonymous way for students and parents to let school officials know about important student safety concerns, including: violence, bullying of all kinds, threats, vandalism, weapons or drugs. It can be accessed from the counseling section of the MCMS website. Serious, life-threatening situations (suicide threats, etc.) should be reported to Ventura County Crisis Team (805) 371-8375 or, for other EMERGENCIES, CALL 911.

## **PHYSICAL EDUCATION (P.E.)**

**Uniforms:** Students are required to wear P.E. clothes consisting of specified color shirt, shorts, socks, and tied athletic shoes. MCMS Physical Education uniforms can be purchased through *East Bay* by following the link on the MCMS website. Students not wishing to purchase MCMS P. E. clothes may wear any solid navy shirt and solid black athletic shorts. In cooler weather, students may wear sweatpants or a sweatshirt over their usual P.E. uniform. P.E. shirts must always be worn regardless of the sweatshirt. Students may NOT wear MCMS spirit wear as their P.E. uniform.

**Medical, Parent Note, or Modified P.E. Plan:** Students who are not allowed to participate in Physical Education class due to a medical\*or parent note are not permitted to participate in any school intramurals or extracurricular sport activities. In addition, these students are not permitted on the courts or field at lunch or before school. This is for the safety of the student, to alleviate parent concerns, and to relieve MCMS teachers and administrators of liability related to the illness or injury.

\* Doctor's note, with beginning and end dates, is submitted to the office prior to class. Notes for more than 3 days require a **Modified PE Form** (from MCMS) completed by the Doctor and returned to the office. If the note says NO PE, grading is as follows: 2 weeks or less: all heart work made up; 5 weeks or more NO MARK for the quarter; 10 weeks or more, meeting with administration about the extension of no PE.

**Water:** Students are encouraged to bring water to class in a non-breakable bottle every day!

**Hot Weather:** When excessive heat occurs, the following precautions are to be taken for all outdoor physical activity, including but not limited to, recess, physical education classes, field trips and athletic practices and games. Student should be hydrated before going outside and have access to drinking water while outside. In activities lasting longer than 30 minutes, periodic water breaks should be incorporated. The Heat Index is the "feels like" or effective temperature ***Bd Policy 5141.25(a); 6142.7(a)***

### **Heat Index Category Activity Limitations:**

- ≤ 80: No limitations
- 80 to 89: Caution 75% vigorous activity/ 25% light activity or rest. Encourage hydration.
- 90 to 104: Extreme Caution: 50% vigorous activity/50% light activity or rest. Enforce hydration. Sunstroke, heat cramps and heat exhaustion possible.
- 105 to 129: Danger 25% vigorous activity/75% light activity or rest. Enforce hydration. Sunstroke, heat cramps and heat exhaustion likely. Heat strong possible.
- 130+: Extreme Danger All nonessential outdoor activities will be cancelled. ***Bd Policy 5141.25(a); 6142.7(b)***

## “Q”

“Q” is OPUSD's student information system, which provides web based access to an individual student's directory information, schedule, transcript and GPA and progress reports and final grades. Students access “Q” from the MCMS website and use the student's ID number and password. Parents access “Q” through *Parent Connect*, also with their log-in and password.

Additionally, on “Q” many teachers (*but not all*) post their assignments/grade book information. **PLEASE NOTE: it may take up to two weeks before grades from an assignment or test are posted.** Please be patient.

## RECYCLING

The MCMS community works hard to keep the campus clean and ‘green’ and as close to NO WASTE as possible. OPUSD is a U.S. Department of Education Green Ribbons Schools Award recipient. This award recognizes the District’s exemplary efforts to reduce environmental impact and utility costs, promote better health, and ensure effective environmental education.

Reusable water bottles and lunch bags are encouraged. Hydration Stations (cold, flowing water to fill reusable bottles) are in several areas around campus. Paper is separated in classrooms and offices to be recycled. Empty water bottles and cans are placed in separate receptacles for recycling. Lastly, in the lunch area, food waste is separated from all other lunch trash (which is recyclable.)

Please use waste and recycling containers responsibly and help Medea be ‘clean and green.’

## SAFETY

Safety is our priority. We regularly practice various emergency procedures and communicate with students the importance of following them. Knowing how to respond to emergencies—natural or manmade disasters--is important. The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. (Education Code 32281, 32286). It is reviewed and approved yearly.

Gates on campus are locked from the exterior and can be pushed open, if necessary, from the inside.

MCMS regularly has fire, lock-down and earthquake/emergency preparedness drills. *More information about these can be found on the MCMS website.*

**A. Emergency Procedures** - An Emergency Plan, including evacuation routes, is posted in each classroom. Your teachers will review the emergency material with you. Familiarize yourself with this plan: know what to do in an emergency. Protecting yourself in emergencies is essential so that you are kept safe and do not endanger others through reckless actions. You are expected to practice every drill as though it were a real emergency. It is your responsibility to know where to go and what to do in an emergency. MCMS adults have many responsibilities during emergencies, so you need to do your part, too: listen and follow instructions as practiced!

**Note: Penal Code 626.9 PC is what's known as California's Gun-Free School Zone Act. The California firearms law prohibits any person from possessing or discharging a**

firearm in a school zone. An area is a "school zone" if it is within 1,000 feet of ours or any school district.

## General guidelines in the event of an emergency:

- **While in class:** proceed with teacher up to marked room area on upper field.
- **Directly before school:** immediately report to upper field; assemble at the marked room number for period I.
- **During passing period, nutrition, lunch, or directly after school:** immediately report to the upper field; find the room number of the last class you were in.

**PLEASE REMEMBER IN AN EMERGENCY** that impacts our community—whether manmade or natural:

- Oak Park roads will be clogged with traffic, assuming roads are even usable.
- Adults should walk to school to pick up their student (leave the car at home.) For families living outside Oak Park, leave the car at a parking lot away from school sites. The time it takes to walk will be nothing compared to navigating traffic and congestion, which impedes emergency vehicles.

**Request (A-G; H-Q R-Z) Reunion Gates (A-L; M-Z):** located along the MCMS driveway, are used in the event of release upon evacuation (see MCMS Website).

**B. Traffic Management Plan** - MCMS has a one-way driveway. Students are to walk at all times on sidewalks (along Doubletree and Hollytree), not in parking lots, and to cross streets legally. Bikes are to be walked (bike riders must wear helmets) on campus sidewalks, not ridden in the parking lot. **Parents should carefully review the traffic management section of the Parent Handbook to avoid putting their child or other children at risk with unsafe drop off and pickup points.** We encourage law enforcement officers to enforce the laws regarding red-zone violations, speeding, jaywalking, unsafe “U-turns,” illegal turns in or out of the parking lot, and double-parking during drop off or pickup. The MCMS school community is expected to respect the crossing guard by using appropriate language and following the guard’s lead. **Numbered parking spaces are reserved for staff. There are no visitor parking spaces. Visitors may park on the curb near the gym or on the street. Adults participating in field trips need to park their cars on the street.**

## STUDY HALL

Is held each morning, Monday thru Friday, from 7:30-8:15 in the MCMS Library. It is supervised by a staff member and is a place to quietly work on classwork and study.

## SUGGESTIONS FOR SUCCESS

**A. Studying:** *Every student can have passing grades by practicing good study habits and develop self-discipline. We want to support your efforts and will be happy to meet with you if you would like to.*

1. **Take this assignment notebook with you to every class.** Be sure that you fill it in every day for every class and check off finished work in the column provided. If you have difficulty writing down assignments and tests, ask your teacher to initial your book daily. It is your responsibility to give it to the teacher for initialing.
2. **Set up "office hours". This is a specific time that you will spend studying.** Find a quiet, comfortable place to work. Make a commitment to this time daily.
3. **Think about how you study for tests.** Review class notes, study guides; prepare flashcards for vocabulary or concepts;

re-read chapters; review homework and quizzes; check your teachers' Websites for class information.

4. **Get organized!** A three-ring binder with sections for each class is helpful. All work should be kept in the binder (not the bottom of backpacks!). Check your binder on a regular basis. Work returned by teachers should also be neatly put away. Ask your teachers how long you should keep your work.
5. **Be aware that Progress Reports are posted on "Q" every five weeks to students who are receiving "U's" (unsatisfactory) and/or D's and/or Fails** in one or more classes. Progress Report dates appear on the school calendar. You should mark them in your assignment notebook immediately.
6. **Go to Homework Club!** It meets from 3:00-4:00 p.m. on scheduled days. You do not need an appointment! It is open to all students who need a quiet place to study or who would like to receive help with their assignments. Students are expected to sign in when they arrive and do not need to stay the entire hour.
7. **Ask your teachers for help.** Teachers are available to help students. Check with your teachers individually to find out when they are available. Ask about MCMS's Peer Tutoring Program.

*Every student can have passing grades if they practice good study habits and develop the self-discipline. We want to support your efforts and will be happy to meet with you!*

**B. Formatting Assignments at MCMS:** There are some standard organization tips for preparing and turning in work at MCMS. Unless otherwise stated, written work will adhere to the following standards:

- Heading with first and last name, date, period
- Title will reflect the content of the writing
- Student name on top right corner of every page (in case pages become separated)
- Stapled at the top left corner
- When using outside resources (evidence from articles or books) students must cite with parenthesis at the end of the sentence to avoid plagiarism.
- Titles of resources will be formatted appropriately. For example, article titles and poem titles will be formatted with quotation marks and book titles will be underlined.
- Assignments should be ready for turn in when students enter the class the day the task is due (this includes heading and assembly of pages).

**C. Typing Standards:**

- "Times New Roman" font style
- 12 point size
- Double spaced
- Left justified
- 1 inch margins on all four sides
- Indent at the beginning of every new paragraph (Indent by using 1 tab)
- Black ink
- Do NOT skip additional lines in between paragraphs
- Title is to follow formatting rules (12 pt, Times New Roman) except it is centered

**D. Keyboarding Skills:**

Technology use is imbedded in all MCMS classes. We use technology for many things, including to research, to produce and publish writing and to interact and collaborate with others. Keyboarding is an essential foundational skill set necessary for mastery of tasks across disciplines.

Students entering middle school should possess keyboarding skills. Although keyboarding skills will continue to be honed at MCMS, additional practice time at home is beneficial. There are some outstanding resources on-line to learn basic, intermediate, and advanced keyboarding skills—as well as fun games that improve keyboarding. Speak with your Humanities teacher or the office for these suggestions.

**E. Learn and Follow School and Classroom Rules:**

- o Seek assistance as needed
- o Show courtesy to others at MCMS
- o Be respectful and refrain from using put downs
- o Learn and Follow School and Classroom Rules
- o Stay in designated areas
- o Come to school prepared with book, paper, pencil, etc.
- o Take care of school property and the property of others
- o Refrain from using profanity
- o No littering, no gum, no running
- o No climbing over fences or walls
- o Keep hands and objects to yourself
- o Always use stairs and ramps
- o Always get a pass from your teacher to leave class
- o Be in class on time.

**F. Suggestions From Students:** Students are encouraged to share their ideas for improving our school in the following ways: 1). Deposit your suggestions (in writing) at the Student Window 2). Give your suggestions to your ASB representative.

**SUPPLIES AND GUIDELINES:**

School is a place of work where students use supplies daily in class and are not allowed to bring certain items that may be disruptive or illegal. If you have any questions about what is allowed at school, please ask before you bring anything to school that might not be allowed.

**A. Suggested Supplies** (on the MCMS Web site, check grade level materials). These are items generally used daily in class \*(see \* below)

Bring the following materials to every class every day:

- 3-ring notebook with dividers
- Paper, pens & #2 pencils in zipper bag; 3-hole punch
- School-issued *Chromebook* laptop computer
- Ruler (centimeters and inches)
- Assignment book (this one!) and free reading book.
- 1/4" graph paper, compass, protractor
- All textbooks issued by school must be covered at all times.
- Highlighter (yellow)
- Flash drive (with name or ID number on it)

**B. Locks for PE and Book Lockers:**

Small book lockers inside the main building and small PE Lockers in the gym are issued to students. Students must use the locker they were assigned. They may not pick their own locker. Students must have a school-issued lock\* for their locker. ONLY SCHOOL ISSUED LOCKS MAY BE USED - ALL OTHERS WILL BE REMOVED. Larger PE lockers can be used during class time only for hanging school clothes. Never share your backpack, locker, or your combinations - your privacy and your belongings should be protected carefully. MCMS will not be responsible for items reported missing from lockers or backpacks. There will be a \$5 fee to replace locks.

\* Any request for supplies or donations toward the purchase of supplies, materials, equipment, field trips, programs, etc. is completely voluntary under the law in California public schools. Students may not be charged for participation in educational activities and may not be discriminated against or denied participation for not providing voluntary donations to the school. Should any student or parent believe they were impermissibly charged a fee or required to provide materials or supplies that they would not have otherwise voluntarily paid or provided, an application for reimbursement may be filed with the District by calling (818) 735-3206.

### C. Bicycles, Skates, Rollerblades, or Skateboards

Skates and Rollerblades are only brought to campus with permission of the Vice Principal. Bicycles and skateboards may be ridden only to the boundaries of the campus. You are not allowed to ride in the parking lot. Bicycles must be walked at all times on campus walkways that are beside the parking lot; only walkways are to be used for walking bikes on campus complying with the school rule that requires walking except when in a PE class activity. Ventura County requires that all bike riders wear a helmet while riding. **STUDENTS WHO DO NOT WEAR A HELMET MAY HAVE THEIR BICYCLE CONFISCATED.** Bicycles and skateboards brought on campus are to be locked to the racks and not to fences or other bikes.

### D. Electronics and Cell Phone Policy:

Each MCMS student (and parent/guardian) accepts and signs an MCMS cell phone and electronic device policy, and a student Acceptable Use Agreement (AUA, see Addendum.) Electronic devices and cell phones are integral aspects of our students' lives. They are valuable learning and communication tools, yet with every new electronic innovation, new applications are available which can be misused and dangerous. While electronic devices (MP3 players, e-books, tablets, cameras, lap top computers, etc.) are allowed on campus, students and parents should be aware of the: **Responsibilities and Restrictions of Using Electronics and Cell Phones on Campus:**

1. Cell phones MAY NOT be used on campus from the time a student arrives until 2:40 p.m. Devices must be turned OFF (i.e. not on silent) and not visible.
2. Once students are on campus in the morning, ALL electronics are turned off and out of sight.
3. Students may not take pictures or video with their devices at any time on campus or at school-related activities, again, unless specified and monitored by the teacher.
4. Devices, including cell phones, brought on campus may not have any inappropriate materials (i.e. music, pictures, video).
5. Devices, including cell phones\*, are not to be used before school on campus, during nutrition, passing periods, at lunch, or at some after school activities.
6. Photos of people on campus may be taken ONLY with their permission!
7. Devices or cell phones used to harass/bully another student, carry inappropriate material, cheat, disrupt, or are otherwise used improperly, will be confiscated by a staff member.
8. Students who violate these rules will receive disciplinary action ranging from lunch detention to exclusion from school activities to suspension (see "Progressive Discipline" in Handbook).
9. Devices may be kept until a conference is held between the parent and an administrator.

**Furthermore: if a student is using a cell phone inappropriately (ANY of its functions and without**

**permission) for any reason during school time, the following consequences will be imposed:**

- **Phone will be taken away from the student and secured in the Main Office.**
- **Progressive discipline will take place (lunch detention, detention, in-school suspension, suspension, barred from activities) depending on the incident's severity and the student's prior cell phone use.**
- The cell phone will be stored in a safe manner until an appropriate time [OPUSD Board Policy 5131(c)]. It will be returned to the parent/guardian of the student .

**Students who have violated cell phone policy and/or have had their phone held in the office more than two times will be placed on a behavior contract and may be suspended from school for one day for continued breaking of the cell phone policy. These students may also be prohibited from possessing cell phones at school or school-related events.**

*Please note: Medea Creek Middle School and the Oak Park Unified School District are not responsible for any loss, theft or damage to a student's personal electronic device brought to campus. It is suggested that students have their identification on any device.*

### E. Cell Phone Etiquette:

Directly after school, please use cell phones outside of school buildings.

### F. Restricted Items:

In addition to the other restricted items mentioned above, e.g., weapons, drugs, tobacco, vaping instruments, alcohol, do not bring to school or have in your possession or in your locker any of the items listed below:

- Skates
- Guns, knives or look-a-likes
- Firecrackers, fireworks, stink bombs
- Explosive devices
- Any items containing toluene
- Chains (including those for wallets)
- Laser pens/lights
- Permanent markers

*Please note: All sports equipment used on campus must be MCMS issued; equipment is checked out by MCMS staff or student use and must be utilized in specified areas of the campus. Any other sports equipment brought to school will be confiscated.*

## WEB (WHERE EVERYONE BELONGS)

WEB, which stands for "Where Everybody Belongs" is a middle school orientation and transition program that welcomes 6th graders and makes them feel comfortable throughout the first year of their middle school experience. Built on the belief that students can help students succeed, the program trains mentors from the 8th grade class to be WEB Leaders. As positive role models, WEB Leaders are mentors and student leaders who guide the 6<sup>th</sup> graders to discover what it takes to be successful during the transition to middle school and help facilitate 6th grade success starting with *Camp Medea* as well as yearlong academic, social and WEB Leader initiated follow ups with the incoming 6<sup>th</sup> graders. **WEB is a yearlong transition program with four components that contribute to its success:**

1. **Camp Medea** is an *end-of-summer-get-ready-for-a-great-school-year* event that pairs new students to MCMS with 8<sup>th</sup> grade WEB Leaders for activities and team building designed to help new students transition to middle school. Students get to know the campus, each other, and themselves as they work together to build positive campus culture.

2. **Academic Follow Ups** - WEB Leaders support 6th grade academic success and character development through classroom visits

3. **Social Follow Ups** - WEB Leaders and 6th/7th graders connect outside the classroom at social events to increase student engagement and promote positive school climate

4. **Leader Initiated Contacts** - WEB Leaders connect with their 6th graders on a more individual basis.

## WELLNESS POLICY

OPUSD aims to teach, encourage and support health-promoting behaviors in students and staff. Accordingly, we support a healthy diet and daily physical exercise, with an emphasis on health and fitness for life. Nutrition standards (no added preservatives, fat, and sugar content) adopted by the District apply to food sold and offered to students during school and at after school meetings. See OPUSD website under Wellness Policy.

We also know and understand the importance of teaching problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others. Promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students (BP 5141.52 (a) is central to fostering wellness.

## WE TIP

National toll-free hotline to **ANONYMOUSLY report crime** (graffiti, burglary, arson, vandalism, etc.) **800 78-CRIME**. Up to a \$1,000.00 reward for information leading to arrest and conviction [www.wetip.com](http://www.wetip.com).

## ADDENDUM:

### OPUSD Student Technology Acceptable Use Agreement

The current version of the Student Technology AUA was adopted by the OPUSD Governing Board on March 20, 2018 and is displayed below. It will take effect starting May 30, 2018. This webpage can be reached at the web address: <http://www.opusd.org/aup>.

### **Responsible Digital Citizenship for Students**

1. **Be aware of what you post online.** Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.

2. **Follow the school's code of conduct** when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

3. **Be safe online.** Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.

4. **Linking to other websites to support your thoughts and ideas** is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.

5. **Do your own work!** Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.

6. **Be aware that pictures may also be protected under copyright laws.** Verify you have permission to use the image or it is under Creative Commons attribution.

7. **How you represent yourself online is an extension of yourself.** Do not misrepresent yourself by using someone else's identity.

8. **Blog and wiki posts should be well written.** Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.

9. If you run across **inappropriate material** that makes you feel uncomfortable, or is not respectful, **tell your teacher right away.**

10. **Abide by the full Student Technology Acceptable Use Agreement** - [www.opusd.org/aup](http://www.opusd.org/aup)

Adapted from <http://goo.gl/IVqvPD>

Download a PDF version of above [Social Media Guidelines for Student](#)

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## OPUSD STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

(Full Text)

Board Approved March 20, 2018

Oak Park Unified School District offers its educational community a wide range of technologies to support teaching and learning. The district aims to promote a learning environment that is respectful, secure, and responsible. This Technology Acceptable Use Agreement provides students guidelines as to how this can be carried out in a digital context.

Use of district technology resources shall comply with federal and state laws and in accordance with the policies and procedures of Oak Park Unified School District. This Student Technology Acceptable Use Agreement also applies per California Education Code 48900 which describes a school's jurisdiction over student activity and discipline to include:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school-sponsored activity.

The advent of online learning spaces, particularly those managed by the school district (including Google’s G-Suite/Google Apps For Education) expands the concept of class time beyond the school campus. In fact, students may consider their use of district provided online accounts a school-sponsored activity so that their actions and behaviors while online using school accounts and interacting with their classmates do fall under the purview of this Technology Acceptable Use Agreement. This is particularly true in 1-to-1 take home mobile device programs.

OPUSD supports and encourages a student’s US Constitution First Amendment right to free speech, but recognizes that communication that adversely impacts a school’s instructional environment (such as making other students feel unsafe while on campus or through a district managed online collaboration tool) is not protected by the First Amendment. This even applies to speech that occurs off campus (see US Supreme Court ruling in *Tinker v. Des Moines Independent Community School District*). Students are reminded to communicate responsibly while on-line at all times to ensure the school environment remains safe and welcoming to all.

District technology includes, but is not limited to, **District owned and/or district managed computing devices and peripherals**(e.g., computers, laptops, tablets, removable storage devices, wearable technology, interactive classroom projection systems, etc.) **District network and communication devices/services** (telephones, wired and wireless networks including WiFi access points, emergency radios, email systems, file servers, etc.), and **District managed on-line services** (such as G-Suite/Google Apps For Education, EADMS, Aequitas Q Student Information System, etc.); access to online information sources; and future technological innovations.

Failure to adhere to this policy may result in discipline including loss of access, confiscation of a device, or up to and including expulsion in accordance with the student behavior and discipline policies outlined in the student handbook. Students are expected to practice ethical behavior when using District and personal technology tools in all areas while refraining from harassment, academic dishonesty, and plagiarism. At the discretion of the school site, District administration, or in accordance with law, students may be disciplined for engaging in conduct deemed detrimental to the school and its mission, or harmful to other students. All aspects of this Acceptable Use Agreement apply whether District technology is accessed on or off campus and whether through District-owned or personally-owned devices. By using District managed technology tools and services, students and parents agree to the following stipulations:

1. By using District technology tools and services whether from personal or District-owned devices, students and parents grant specific consent, as defined by the California Electronic Communications Privacy Act (also known as Senate Bill 178), to the District to review and monitor all electronic communication information and electronic device information created with, stored on, or transmitted via District technology services.
2. Students and Parents acknowledge that the district may therefore monitor or access any and all student use of District technology without further specific advanced notice and that they have no expectation of any right to privacy while using district devices or network services, which includes, but is not limited to, any and all files and communications traveling over or stored on its network, or while using District provisioned accounts and online resources including email and online collaboration tools at any time.
3. Students agree to abide by the school’s policies as outlined in the Student Handbook at all times, especially when using District technology tools and services. Students and Parents agree that any inappropriate use of technology while on campus or through district managed accounts off campus may result in school discipline.
4. Students understand that electronic devices are only permitted for educational uses while on campus. Students who play games, text message, or attempt to access social networking websites or applications during class time without the direction and supervision of a teacher may have the privilege to use District technology suspended or revoked. Repeated violations may result in more severe consequences.
5. Parents agree that the district may act as an authorized agent for the creation of student online accounts solely for educational purposes in accordance to state and federal student information privacy laws (COPPA, FERPA, SOPIPIA, etc.). District managed student accounts may include, but are not limited to, online accounts created to access Google G-Suit (Google Apps for Education), Apple iCloud/Classroom, Microsoft Office365, and access to other apps, programs, or online services and digital curriculum resources.
6. Parents agree that any content created by students (including text, posts, comments, images or video) may be shared appropriately online by the district, the school, or the student’s teacher. The District holds the safety of its students in highest regard. However, the ability to share information and teach responsible digital citizenship is also vital to the educational process. This includes the use of

e-mail, school learning management systems, online collaboration tools, classroom photo sharing services, and other social media avenues when applicable under the guidelines of the District's Best Practices of Social Media in Education document.

7. Parents and students understand that cellular phones and personal electronic devices outside of the district's managed 1-to-1 computer program may be brought to campus and used only under specific circumstances. Students who bring personal electronic devices to campus do so at their own risk and release the District from liability due to loss, damage, or theft of device, or loss of use of the device if confiscated. All personal devices brought to campus by students (except those belonging to the district's managed 1-to-1 computer program) must be kept in the OFF position and out of view during class time unless specifically allowed by the instructor. These devices may only be used during class time under the direct supervision and instruction of a teacher or administrator. Failure to comply may result in the immediate confiscation of the device and the device will only be returned to a parent.
8. **Elementary & Middle School Policy Specifics:** Cellular phones and personal electronic devices must be turned off and stowed during school hours, including non-class time (e.g., recess, nutrition, lunch).
9. **High School Policy Specifics:** Cellular phones and personal electronic devices may be used during non-class time (e.g., nutrition, lunch), in a manner that abides by this Acceptable Use Agreement.
10. Students understand that school issued and personal electronic devices (including any device with a camera or other recording capability) may not be turned on or taken out of its covered carrying case/bag in a bathroom or locker room. If a student is found with a device turned on or out in the open in either of these locations the device will be confiscated immediately.
11. Parents and Students understand and agree that personally owned devices will not be searched unless there is a reasonable suspicion under the circumstances that the student is violating school rules, District policy, or the law. (*New Jersey v. T.L.O.*)
12. Students and Parents agree that images and videos of students may be used appropriately by the District for marketing and community outreach including on the school and district's website and print materials. Parents may choose to opt out by completing a **Student Media Release Opt Out Form** obtained from the school office and obtaining a counter signature for receipt of that

Form from the school office manager. This must be done annually.

The following activities or uses of technology are strictly prohibited to ensure a **respectful** digital learning environment:

- Using technology to threaten, bully, or harass others. This may include, but is not limited to, sending, accessing, uploading, downloading, or distributing text, images, or other materials that are offensive, threatening, profane, obscene, or sexually suggestive.
- Recording video or audio of other students or staff without their permission.
- Searching for, accessing, or possessing lewd, sexually suggestive, graphically violent, or derogatory/demeaning images and/or media files.
- Posing online as someone other than themselves.
- Using District issued devices or network to search for and/or access repositories of illegal content, content that may cause harm to the District's network, or content that promotes, encourages, or teaches students how to commit an illegal act (i.e. bomb making, pirating electronic media, intentionally causing harm, etc.).
- Bypassing (or attempting to bypass) the District's internet content filter through a web proxy, anonymizers, or other means from a District or personal computing device.

The following activities or uses of technology are strictly prohibited to ensure a **secure** digital learning environment:

- Circumventing network security measures or attempting to access confidential, private, or restricted information on the District's network or district managed online services.
- Sharing one's passwords or access to online accounts with anyone other than the student's parent or trusted adult.
- Logging into a device or service with the account of another student or a staff member or otherwise gaining access to their files and accounts without their permission.
- Sharing or publishing personal information online such as a phone number, home address, financial information, social security numbers, family issues, login credentials and passwords.
- Destroying, damaging, defacing, or rendering unusable any property (both physical property like a computer, or virtual, such as a webpage) belonging to the District or another student or adult.
- Altering a district device's settings in a manner to cause confusion, frustration, or loss of use to other



users (changing backgrounds, homepages, dock, network configurations, account logins, etc.).

- Using or installing viruses, malware, keyloggers, spyware, or other software/hardware that can be used to damage the District's network, harvest other users' login information and other data, or propagate unwanted messages or files.

The following activities or uses of technology are strictly prohibited to ensure a **responsible** digital learning environment:

- Illegally downloading, storing, installing, or transmitting copyrighted materials without the proper license or permissions. The district explicitly forbids student use of torrenting software or services on the District network.
- Stealing others' intellectual property including text, music, movies, and software, or using them without the appropriate citation or expressed permission in accordance with Copyright Laws and Fair Use guidelines.
- Visiting social networking sites that are not directly used for educational purposes (including Facebook, Instagram, Twitter, Vine, etc.) during class time.
- Use of instant messaging or chat rooms not directly related to instruction (including texting, picture messaging, audio and video messaging) during class time.
- Publishing personal information including private events and images (weekend plans or a party/event that not everyone in the class is invited to) or using social media to share images or brag about events in a way that may make others feel left out or uncomfortable.

Students are reminded that anything they put online creates a permanent digital footprint that remains out of their control. Be mindful the digital trail one creates for themselves and others is more like a tattoo which is almost impossible to completely erase. Apps, websites and software that claim to delete information may still leave a permanent record accessible to others. Students should not assume their online presence will remain private and should conduct themselves online expecting that any and all data they furnish could be accessible to a wider audience such as admissions officers and potential employers in the future.

A student whose behavior or device repair record indicates careless use or abuse of school issued devices or other District technology will be referred to the Administration for appropriate disciplinary action.

Academic and behavioral policies and expectations are applicable to all technology use on campus, while using school issued technology or personal devices, or any off campus use of technology that may cause a serious

disruption on campus. The District reserves the right to intervene when off campus (including online) issues are brought to its attention that have the potential to impact school climate and safety.

### **Student On-line Accounts and Opting Out**

As the District works to fulfill its mission of preparing students for the work force they will soon be entering, it will increasingly utilize tools and resources that are housed on-line and accessed through the internet. On-line accounts are necessary to access web based file storage and collaboration tools such as Google Drive, Google Classroom, Google Docs, and District administered Google email as well as other educational web resources. These web and cloud based services permit on-line distribution and hand-in of student assignments, on-line based class discussions and collaboration activities, web based curriculum or learning resources, and in some grade levels, student email.

All District provisioned student accounts will be in compliance with state and federal student privacy requirements. In California, the Student Online Personal Information Protection Act SOPIPA (AB1584, SB1777, and AB1442) creates privacy standards for all on-line services catering to K-12 education in California and prevents them from advertising to students, building digital profiles about them, and/or selling harvested student information to other parties. The District believes these restrictions provide a safe environment for students to utilize accounts that are created by the District for accessing on-line educational resources and services.

The federal Child On-line Privacy and Protection Act (COPPA) allows Local Education Authorities (LEA's) such as districts and schools to provide consent on the parent's behalf to create online accounts which may collect student information limited to the educational context and for no other commercial purpose. Oak Park Unified School district operates under its guidelines to create and manage student online accounts. By law, parents may choose to have their child opt out of this implied parental consent. This may be done in Oak Park USD by obtaining the **Student On-line Account Opt-Out Form** from the school office, scheduling a conference with the school principal, and completing and signing the Opt-Out form in the presence of the principal who will counter sign receipt of the form after a discussion about the reasons for and the consequences of opting out.

Opting out of District managed online accounts for students would significantly impact a child's ability to participate in many class lessons and activities and would prevent students from learning state mandated digital citizenship principals and practicing responsible digital behaviors being taught in class. It might also make it difficult for them to receive assignments, participate in online collaborative class projects, submit work back to their teacher, or access online lessons, digital textbooks, and online tutorials. Because the district's progressive use of technology to enhance learning is part of its core values,

virtually all parents recognize the importance of allowing the district to carry out its mission to promote responsible digital citizenship and safe online practices and behaviors for all students through creating and maintaining student online accounts.

As part of the student's graduated digital citizenship training strategy **students are not allowed access to email services in grades k-2** even though they will have a Google log-in. **Students in grades 3-8 will have limited email** functionality which only allows them to send and receive emails with their teacher and other students within the District, but not the "outside world" unless it is to a specific pre-approved site/destination for the purposes of a particular assignment. **Students in higher grades (9-12) may be granted more access to send and receive mails with individuals and organizations outside of the District** as needed, but all email communications may be monitored by the District.