

*Medea Creek  
Middle School*

*Student Handbook  
2014/2015*

*My Schedule:*

<i>Period</i>	<i>Subject</i>	<i>Teacher</i>	<i>Room</i>
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*

*Phone: 818 707 7922*

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*[www.oakparkusd.org/mcms](http://www.oakparkusd.org/mcms)*

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### Welcome to Medea Creek Middle School!

Dear Students,

Welcome to Medea Creek Middle School, home of the Panthers! This year will present new and exciting challenges; opportunities for growth and success. I encourage you to participate in as many of these opportunities as possible. Every day is a chance to learn, a chance to prepare.

This Handbook has been prepared to assist students in becoming acquainted with the activities on campus, as well as the expectations, policies and procedures that will be followed. The handbook is a framework and an organizational tool to help you become the most effective and successful student you can become. We also want you to be aware of the support systems available to you. Any time you have a problem or concern, discuss it with a teacher, counselor, or an administrator. The Oak Park Unified School District has a rich tradition of academic success. Medea Creek has been awarded California Distinguished School status, and recognized as a National Blue Ribbon School. These awards reflect the hard work that is given by Medea students. You have the responsibility to consistently give your best effort in every situation. The expectations at Medea Creek are high, but not unreasonable or unfair.

My sincere hope is that your days at Medea Creek are rewarding, meaningful, and fun. Let's have a great school year!

Sincerely,

Brad Benioff  
Principal

## MEDEA CREEK VISION STATEMENT

- We believe school should prepare students for life as productive and responsible citizens.
- We believe in success for all students.
- Everyone is expected to do his/her 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 which enhances the potential for the success of every student. Our commitment to learning includes the following concepts:

- Students must be assured of an environment that is safe.
- 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 district's goals are to instill in students a loyalty for their country, respect for its laws and traditions, and an understanding of the importance of individual dignity. 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 products is prohibited on all campuses. Additionally, Medea Creek Middle School follows a policy of nondiscrimination in all aspects of curriculum, employment, communications, etc.

## Email/Telephone Directory

Teachers and staff can best be reached by email. All (see 2 exceptions on staff list) email addresses follow this format: *first initial, last name* @oakparkusd.org (example: [bbenioff@oakparkusd.org](mailto:bbenioff@oakparkusd.org))

## MCMS WEBSITE: [WWW.OAKPARKUSD.ORG/MCMS](http://WWW.OAKPARKUSD.ORG/MCMS)

Main Office ..... 707-7922  
Attendance Office ..... 597-4261  
Ms. S. Ayers (6<sup>th</sup> grade humanities)  
Ms. A. Bagheri (Vice Principal)  
Mr. B. Benioff (Principal)  
Mr. Z. Borquez (music)  
Ms. M. Cadle (art)  
Mr. A. Calce (PE)  
Ms. Rachelle Cohen (6<sup>th</sup> grade math/science)  
Ms. Katie Cohen [kcohen@oakparkusd.org](mailto:kcohen@oakparkusd.org) (7<sup>th</sup> & 8<sup>th</sup> grade science)  
Ms. K. Dusek (7<sup>th</sup> grade humanities)  
Ms. J. Fadgen (7<sup>th</sup> grade Humanities, Read 180)  
Ms. N. Fast (PE)  
Ms. P. Franco (7<sup>th</sup> & 8<sup>th</sup> grade math)  
Ms. C. Gallivan (Counselor L-Z)  
Ms. R. Goldman (6<sup>th</sup> grade humanities)  
Ms. M. Graves (8<sup>th</sup> grade science)  
Ms. V. Heller (6<sup>th</sup> grade humanities)  
Ms. T. Hogan (PE)  
Ms. F. Hermosillo (PE)  
Mr. C. Henderson (7<sup>th</sup> & 8<sup>th</sup> grade math)  
Ms. K. Hoerman (6<sup>th</sup> grade math/science)  
Mr. M. Jacobs (PE)  
Ms. M. Jimenez (special education)  
Mr. K. Kegley (PE)  
Ms. K. Johnson (8<sup>th</sup> grade humanities)  
Ms. C. Jones (special education)  
Ms. J. Kudlacek (7<sup>th</sup> & 8<sup>th</sup> grade math)  
Ms. D. Large (Counselor A-K)  
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. C. Ligeti (7<sup>th</sup> grade science)  
Ms. K. Mosley (8<sup>th</sup> grade humanities)  
Mr. R. Newell (8<sup>th</sup> grade science)  
Ms. L. Paniz (Library)  
Mr. S. Peterson (8<sup>th</sup> grade humanities)  
Ms. K. Pomerantz (7<sup>th</sup> grade science)  
Mr. T. Roesner (6<sup>th</sup> grade humanities)  
Mr. J. Rogers (half-time Counselor)  
Ms. S. Shea (6<sup>th</sup> grade humanities)  
Ms. K. Skiba (7<sup>th</sup> grade humanities)  
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. Wechter (technology)  
Ms. T. Wenker (8<sup>th</sup> grade humanities)  
Mr. S. White (8<sup>th</sup> grade humanities, ASB)  
Ms. S. Williams (special education)  
Mr. Winsick (7<sup>th</sup> & 8<sup>th</sup> grade math)  
Ms. H. Yap (Chinese language and culture)

## **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. 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 (dances, after school activities, etc.) must be in school on the day of the activity in order to participate.**

**Magazine Drive:** Each September students participate in selling magazine subscriptions to raise money for ASB. The funds from this sale pay for school year activities.

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

**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 (EXAMPLES: MCMS concerts and plays, science fair, coastal and community clean-ups, Idea To Impact, Spelling and Geography Bees, History Day, Big Sunday) 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 2014-15! Check the MCMS calendar and listen for 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 with good attendance who are able to concentrate at school. **Current state law provides school funding ONLY when students are in school regardless of the reason for an absence. Students who are absent 10% or more of the school year, regardless of reason, are 'chronically absent.'**

**Absence** - 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. **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.

**Tardy to Class** - Students are required to come to class prepared and on time. In the event that you are late to school, you must check in at the Attendance Office. The following consequences will result for tardies (per quarter):

1st tardy - Make student aware of the tardy.

4th tardy - Teacher/student conference, lunch detention and parent contact.

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

8th tardy - Saturday School/Detentions

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

**\*\*Students who are excessively tardy or absent without a valid excuse may be referred to the OPUSD SART (School Attendance Review Team) for review and/or Ventura County SARB (Student Attendance Review Board) for a court hearing.**

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

**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.

**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.

**Make-Up Policy** -Students will be allowed to make up work and tests following all absences except truancies. 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, call a class buddy to ask them to get your work and assignments for the next 2 days. Your parents can request additional work after 3 days of 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 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 that can be earned. We hope you will strive to achieve one or more of them!*

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

- **GPA Improvement:** Students who improve their GPA from the previous quarter are recognized for their efforts.
- **4.0 Award:** Students who "achieve perfection" by earning a 4.0 grade point average are recognized.
- **Honor Roll:** Students earning a minimum GPA of 3.5 are recognized as Honor Roll members.
- **Outstanding Citizenship Award:** Students who earn all "Outstanding" marks in Citizenship are honored.
- **Outstanding Work Habits:** Students who earn all "Outstanding" marks in Work Habits are honored.

### **California Junior Scholarship Federation (CJSF) Membership Awards, Given Yearly**

- 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 8 academic points (A=3, B=1, C=0).
- Must have "O" or "S" in citizenship on report cards
- Must perform 2 hours per semester of school or community service.
- Membership for 3 semesters will result in recognition as an "Honors".

### **Panthers Make A Difference (yearly)**

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

### **8th Grade Awards Given Yearly**

- **Outstanding Citizenship:** 3 years all "O".
- **Outstanding Work Habits:** 3 years all "O".
- **Outstanding Panther:** 3 years all "O" in citizenship and Work Habits.
- **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.
- **Author-Reader with Honors:** 90% minimum average in language arts (1<sup>st</sup> 3 quarters); "O" or "S" in work habits and citizenship (1<sup>st</sup> 3 quarters); 100 AR points by April (date TBA); an additional project assigned by the Humanities department.
- **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); 50 points honors-designated choice

work by April (date TBA); participation in MCMS History Day with project according to criteria/guidelines.

- **Math with Honors:** 94% minimum average (1<sup>st</sup> 3 quarters); "S" "O" in citizenship (1<sup>st</sup> 3 quarters); "O" in work habits (1<sup>st</sup> 3 quarters); write a report on a famous mathematician; extension activities completed, when assigned.
- **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 **ONE** of the following: 1). Submittal of Science Fair Project to Ventura Co. Science Fair **OR** 2). Completion of position paper on current issue in science and a synopsis of a non-fiction science book. Students must submit a letter of intent to his/her science teacher by 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 Award:** 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 Award 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 Award 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 Award** Students must be in Chorus for all three years with at least 80% attendance in rehearsals and performances overall.
- **Technology Award:** 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; students submit a digital portfolio, according to criteria, and must file an application of intent before the application deadline.
- **Art Award:** Excellence in art for two or more semesters; application.
- **Drama Award:** Excellence in drama for two or more semesters; leadership fostering teamwork, cooperative spirit.
- **Panthers Make A Difference:** 3 years of approved community service (award & notation on Culmination Certificate).
- **Chinese:** Excellence in learning the Chinese Language; has shown leadership in class and gone above and beyond. Must have completed Chinese I.
- **Spanish:** Excellence in learning the Spanish language; has shown leadership in class and gone above and beyond. Must have completed Spanish I.
- **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.

## **BALLOONS**

Students are not encouraged to bring balloons on campus. They are large, bulky and do not fit in a locker, especially as students bring larger and larger inflatable objects! If they ARE brought on campus, no more than a bundle of THREE is permitted. Additionally, balloons must NOT be made of latex. 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. *If students wish to bring balloons, they only may bring mylar balloons (the bigger, shinier ones!).* 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 - 11:55</b>
<b>Period 4:</b>	<b>(Class) 11:20 - 12:10</b>
<b>Period 5:</b>	<b>(Lunch) 12:10 - 12:50</b>
<b>Period 5:</b>	<b>(Class) 12:00 - 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)**

Bullying is defined as teasing, taunting, threatening, hitting and/or stealing that is initiated by one or more students against a victim; bullying also may be more indirect by causing a student to be socially isolated. MCMS takes bullying seriously.

**OPUSD Board Policy 5131.4 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.

### **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.14 )*

## **BUS RULES (SOUTHWINDS TRANSPORTATION):**

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.

## **CALENDAR 2014-2015 (TENTATIVE):**

### **AUGUST:**

27 : First Day of Classes

29 : Fire Drill

### **September:**

1: Labor Day: No School

Magazine Drive

25: Local Holiday: No School

: Back To School Night (6<sup>th</sup> grade)

: Back To School Night (7<sup>th</sup>/8<sup>th</sup> grade)

### **October:**

TBA: Make-up Picture Day

TBA: Dance

29-31: Astrocamp Trip (8<sup>th</sup> grade)

### **November:**

10: No School (Staff Development)

11: Veteran's Day Holiday: No School

Nov. 17-19: Fox Landing & Cherry Cove (7<sup>th</sup> grade)

27-28: Thanksgiving Holiday

### **December:**

2-5: Outdoor Education (6<sup>th</sup> grade)

TBA: Winter Concert

22: Winter Break Begins

### **January:**

5: School Resumes

19: Martin Luther King Holiday: No School

TBA: "Someone Like Me" 8<sup>th</sup> Grade Assembly 6:30 p.m.

Ability Awareness Faire

Spelling Bee

Geobee

26: Pupil-Free Day

### **February:**

16: President's Day: No School

### **March:**

: Pi Week

: TUPE "Bus of Horrors" (6<sup>th</sup> grade)

20: No School

TBA: Dance

### **April:**

2: 8<sup>th</sup> grade Panorama Pictures

3-10: Spring Break

### **May:**

Smarter Balanced State Testing

8<sup>th</sup> grade Culmination Photographs

: Open House

25: Memorial Day Holiday: No School

TBA: Dance

### **June:**

: 8<sup>th</sup> Grade Dance

: Disneyland

: 8<sup>th</sup> Grade Breakfast and Awards

: Culmination

12: Last Day of School; Minimum Day 12:35

## **CIVILITY POLICY AND COMMUNICATION**

OPUSD Civility Policy [BP 1313(a)] states "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 one working day. 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.

## **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. *Report cards will be held if library books are overdue or library fines have not been paid.*

### **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. 8th grade students must maintain an average GPA of 1.5 and must not receive more than four (4) "Unsatisfactory" marks in Citizenship during the 8th grade academic year with no more than one (1) "Unsatisfactory" mark in Citizenship during the final quarter of the academic year. **Students must have no Fails in the final quarter of the 8<sup>th</sup> grade year to attend 8<sup>th</sup> grade activities (Disneyland, 8<sup>th</sup> grade dance).** Activities may be denied for violations of standards during the final semester. If a student does not meet these privilege standards, participation in school activities, culmination, or retention of the student will be determined by the 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", links and a Principal's Blog, 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. 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 12:00 p.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 able to pick up a student in the event of an emergency. Please keep this information up-to-date. 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.)

***I am late to school?*** Bring a note from home and report to the 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 forget my locker combination?*** Check with Ms. Bisciglia in the Office.

***I lose 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 Mr. Benioff, Ms. Bagheri, the Mr. Feinberg, Ms. Large, Ms. Gallivan, or Mr. Rogers. 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.

## **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. Read the *Panther Pride* online, 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 VicePrincipal for a copy of the Plan's Guidelines and a "Panthers

Make A Difference Form"—or download one from the MCMS Website.

## **COMPUTER USE**

Students are given instruction in correct computer use. Both parents and students must sign the "Acceptable Use Policy" 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.

## **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**

*Each MCMS student (and parent/guardian) accepts and signs an MCMS cell phone and electronic device policy.*

**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.

**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 (passwords, etc.), and to keep embarrassing pictures and information from going viral.

### **Cell Phone and Online Safety:**

1. Only give your cell phone number to people you know and trust.
2. Do not take, post, or send any pictures or video that are sexual in nature: if they involve any nudity, they are illegal and can be classified as child pornography—a felony offense in most states. Would you want these kind of pictures spread to everyone in the community?
3. Digital evidence lasts FOREVER—even if you delete it, it is stored on company servers (phone and web sites) and SIM cards.
4. Password Safety:
  - Keep your cell phone keypad locked (if you have one).
  - Keep passwords/PIN numbers PRIVATE (friendships do not always last). NEVER give them out.
  - If you must write your password down, leave it in a safe place at home.
  - Use a mixture of upper and lower case numbers and characters for passwords and avoid using personal information (birthdates, etc.)
  - Do not type passwords on computers that you do not own, control, or fully trust: publicly used computers should only be used for Internet browsing, not for logging into on-line accounts.
  - Do not use the same password across all of the on-line accounts that you have.
  - *\*Adapted from iKeepSafe.org and Samir Hinduja, Ph.D and Justin W. Patchin, Ph. D. of the Cyber Bullying Research Center*

## **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. 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, etc. is not permitted. Students failing to use good judgment will be warned and parents notified.
- **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 the Vice Principal or Counselor 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. Policy numbers 5145.5 a,b,c or 1311 a,b.

### ***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. Each student shall have freedom and encouragement to express his/her 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 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, marijuana, LSD, glue, alcohol, and barbiturates. (6164.11) 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 5131 A, 5131 B)**

### ***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 in self-control and self-direction.

### **School Staff Responsibilities**

School staff members are expected to exercise a reasonable enforcement of school regulations and are responsible 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 of each school 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 4890.

### **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 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 operations of the school

<b>B. Defiance of Authority</b> Willful refusal to follow a legal, reasonable direction/order given by a staff member	1-13	Any action taken to attempt to prevent a staff member from lawful assigned duties	8-13
<b>C. Continued Willful Disobedience</b> Repeated refusal to follow school rules and regulations	7-13	<b>J. Verbal Abuse</b> Threatening language to a staff member	8-13
<b>D. Forgery</b> Falsifying signature or data on official records, letters, or notes from home	2-13	<b>K. Sexual Harassment (EC 48900.2)</b> Any unwelcome sexual advance, request for sexual favor, or any other verbal, non-verbal, physical, or visual conduct of a sexual nature	2-13
<b>E. Truancy</b> Leaving class/campus during school hours without proper clearance	2-13	<b>L. Harassment (EC 48900.4)</b> Engaging in harassment, threats, or intimidation	8-13
<b>F. Misbehavior on Buses</b> 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	<b>M. Terrorism (EC 48900.7)</b> Engaging in terrorist threats against school officials, property, or both	8-13
<b>G. Student Attire</b> See Dress Code	1-10	<b>III. Violations Against Property</b>	
<b>H. Violation of Suspension</b> Physically present on a school campus or at a school activity while on suspension	9-13	<b>A. Extortion or Robbery</b> 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>I. Plagiarism/Cheating</b> Copying another student's homework or providing your work to others, cheating on a quiz or test/exam	4-13	<b>B. Theft</b> An unlawful taking of property (PC 518)	8-13
<b>J. Technology Use</b> Inappropriate use of any technology on the school campus, or involving another student or staff member	4-13	<b>C. Unauthorized Use of School Property</b> The unauthorized/illegal use of school property	8-13
<b>II. Violations Against Persons</b>		<b>D. Willful Damage of School Property</b> 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
<b>A. Assault</b> Unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another (PC 240)	8-13	<b>E. Damage to Personal Property</b> (See D above)	7-13
<b>B. Battery</b> Any willful and unlawful use of force or violence upon the person of another (PC 242)	8-13	<b>IV. Violations Against Public Decency and Good Morals</b>	
<b>C. Assault on a Staff Member</b> (See A above)	10-13	<b>A. Gambling</b> The playing of a game of chance for stakes (PC 330)	7-13
<b>D. Battery on a Staff Member</b> (See B above)	10-13	<b>B. Vulgarity/Profanity and Habitual Thereof</b> Language that is disgusting to the senses; repulsive	8-10
<b>E. Weapon Possession or Providing a Weapon</b> The unauthorized possession of any instrument (or look alike) designed for or capable of producing death or great bodily harm (PC 12020)	9-13	<b>C. Offensive Social Behavior</b> Activities that are an infraction of acceptable social actions	1-10
<b>F. Assault with Deadly Weapon</b> 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	<b>V. Violations Against Public Health and Safety</b>	
<b>G. Fighting</b> Mutual combat in which both parties have contributed to the situation by verbal and/or physical action	6-13	<b>A. Possession or use of any of the following:</b> Dangerous drugs, drug paraphernalia, unauthorized controlled substances, alcohol, tobacco, inhalants (substances containing toluene), or look-a-likes of any of the listed items	9-13
<b>H. Hazing/Hate Crimes (EC 48900.3)</b> 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	<b>B. Selling any of the following:</b> Dangerous drugs, drug paraphernalia, unauthorized controlled substances, alcohol, tobacco, inhalants, or look-a-likes of any of the listed items	11-13
<b>I. Interference/Obstruction</b>		Trading cards, food, or other items without permission	1-12
		<b>Campus Conduct: Grounds for Suspension and Expulsion (E.C 48900)</b>	
		A pupil shall 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:	
		<ul style="list-style-type: none"> <li>On any school grounds within the District</li> <li>Going to or coming from school</li> </ul>	

- 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 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.
  - 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 willfully defied the valid authority of school officials or personnel.
  - 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.
  - 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.

## 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 appearance and manner of dress of students 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. In no case 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. For safety, all students must wear shoes with backs, including sandals. All shoes must be hard-soled. **No slippers or flip-flops.**
2. No outfits are permitted which are revealing, see-through, or show underwear (bra straps as an example) or a student's private parts.
3. Wearing shorts: Inside pocket lining on girls' shorts should not be longer than the leg of the shorts; shorts must amply cover the buttocks. The waist of boys' shorts must be worn above the buttocks.

4. No clothes may be worn which look like underwear or sleepwear (pajamas, etc.).
5. No strapless or backless tops or halters. No midriffs. No tank tops for boys.
6. No clothing which depicts sexually suggestive behavior, foul language/pictures or which advertises alcohol, tobacco or illegal substances, or clothing depicting violence.
7. No clothes or hairstyle that create a disturbance. No excessive spikes, Mohawk styles, hair colors or body piercings.
8. No gang related apparel, as identified by the sheriff's department.
9. No clothes may be worn which are excessively tight or extremely baggy; dresses, skirts or shorts must be worn over tights.
10. Hats and sunglasses are not permitted in class, unless approved by the Principal.
11. No wallet or other heavy, dangling chains or straps.

## **DRUGS/MEDICATION**

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

All prescription or "over-the-counter" medicine, including 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, and Alcohol**

Drug, tobacco, 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" or "Second chances." 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.

**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 voluntary\*; contact school if scholarship support is needed. 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.

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 Ms. Bisciglia, Health Tech, for information.

*\*Any request for supplies or donations toward the purchase of supplies or materials is completely voluntary under the law in California public schools. Under the law, fees for school field trips may be charged, however, a fee will be waived for any student whose parent requests that it be waived.*

## **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 to OPUSD in MCMS Office box) with the Student ID number. The ID is swiped at POS and the amount is deducted from the account.
3. Students are expected to be courteous to both adult and student workers.
4. Cutting in line, pushing, or general horseplay will result in disciplinary action.
5. Students are to stay in the designated areas at lunch and nutrition. These areas are clearly marked with red lines.
6. Students may eat in the pavilion area only. Students may not take food out of the pavilion area.
7. Students should not ask others for money or give money to someone else to buy their food.
8. Throwing food or drinks will result in disciplinary action.
9. Students leaving trash will be placed on trash pick-up.
10. 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 strongly discourages 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.*

## **LIBRARY RULES & BOOKS /TEXTBOOKS**

1. Help keep the library a quiet place by talking softly.
2. Remain seated unless using reference materials.
3. When all the chairs are taken, the library is full. Students needing to study will do so at the outside tables.
4. Students who volunteer to help in the library can earn CJSF service credit for their hours.
5. Students who do not follow these guidelines will be asked to leave. If an individual is asked to leave two times in a quarter, (s)he will lose his/her library privileges for two weeks. If there is a third incident in a quarter, a referral will be written.

6. Lost and Damaged Books: Students will be held responsible for paying for lost and/or damaged books and all fines.

7. Study Hall is held in the Library Monday-Friday from 7:30 -8:15a.m.

## **LOCKERS**

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 Ms. Bisciglia 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. 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 an MCMS P.E. uniform consisting of shirt, shorts, socks, and tied athletic shoes. Students may also wear supplemental MCMS sweat pants in place of their shorts during cold weather. P.E. uniform shirts must always be worn regardless of the sweatshirt. Students may wear non-MCMS sweatpants, but are still required to wear P.E. uniform shorts underneath.

Medical, parent note, or modified P.E. plan: Students who are not allowed to participate in Physical Education class due to a medical/physical condition are not permitted to participate in any school intramurals or extracurricular sport activities. In addition, he/she is 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.

## **"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 and parents access "Q" from the MCMS Website and use the student's ID number 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**

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!

### **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 1.*
- *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.*

**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. **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.**

## **SEAC: SPECIAL EDUCATION ADVISORY COMMITTEE:**

Provides a forum in which staff, administration, and the parents of OPUSD can discuss issues and recommend action regarding special education programs and services in OPUSD in order to: 1. Advise the OPUSD Board of Education regarding the present status and areas of needed improvement in special education 2. Investigate, address and propose recommendations for urgent issues that have arisen 3. Educate and inform the public, administration, staff and Board of Education regarding the laws and best practices pertaining to special education.

## **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 mandatory. 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 in the library 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. Learn and Follow School and Classroom Rules**

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

**C. 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 NON-SCHOOL ITEMS SUGGESTED AND RESTRICTED

*School is a place of work where students are required to have certain supplies 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 supply lists). These are general recommendations\*:

Bring the following materials to every class every day:

- 3-ring notebook with dividers.
- Paper, pens & #2 pencils in zipper bag.
- 3-hole punch.
- Ruler (centimeters and inches).
- Assignment book.
- Free reading (or AR) book.
- All students are recommended to have a calculator; it is suggested that 7th and 8th grade have a Texas Instruments 34-36x scientific model or equivalent.
- 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 book locker and may borrow a school lock for their PE 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 \$10 fee to replace locks.

*\*Any request for supplies or donations toward the purchase of supplies or materials is completely voluntary under the law in California public schools. Under the law, fees for school field trips may be charged, however, a fee will be waived for any student whose parent requests that it be waived.*

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

Skates and Rollerblades are only brought to campus with permission of the Vice Principal. Bicycles 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 & CELL PHONE POLICY**

Each MCMS student (and parent/guardian) accepts and signs an MCMS cell phone and electronic device policy. 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. Devices may be used only with the approval of the teacher or administrator for a specified purpose. At all other times, 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 during after school events.
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 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 (ANY of its functions) for any reason during school time, the following consequences will be imposed:

- Phone will be confiscated from the student
- 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 returned ONLY to the parent/guardian of the student [OPUSD Board Policy 5131(c)].

Students who have cell phones confiscated more than two times will be placed on a behavior contract and may be suspended from school for one day for continued defiance. 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.*

#### **Cell Phone Etiquette**

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

#### **E. RESTRICTED ITEMS:**

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

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

#### **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 (chemical, 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 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).