

Mountain View Middle School Student Handbook



LEARNING FOR ALL...
No limits, No excuses

2024-2025

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www.columbiasd.com/mvms



A California Distinguished School 2009, 2013

This handbook belongs to:

Name _____

Grade _____

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COLUMBIA SCHOOL DISTRICT

MISSION

To ensure learning for all – no limits, no excuses!

We do this by building positive relationships, maintaining high expectations and providing the extra time and support to meet them, creating rigor, relevance, and responsiveness, meeting the physical, intellectual, emotional, social and moral needs of our children, and by being persistent and passionate about children.

VISION

In **COLUMBIA SCHOOL DISTRICT schools**, the level of pride and accomplishment is quite evident.

Our schools are safe, well maintained, exciting, stimulating, success oriented, and have a feeling of family.

Everyone has a high sense of responsibility, sense of good values, positive behavior, moral conscience, and holds him/herself accountable for his/her actions and the choices he/she makes.

Adults are visible and accessible to students and believe in students' capacity to learn. Communication is open, friendly and caring.

Students come prepared, eager to participate and are devoted to learning because they believe in themselves.

Parents take an active role in their children's education by teaching values and good work ethics to them at home and by collaboratively working with the school staff.

BELIEFS

We believe...

- ❖ in meeting the physical, intellectual, social, emotional, and moral needs of our students.
- ❖ in developing personal accountability, competence, and self-esteem.
- ❖ in challenging with high expectations, but providing the means and support to attain them.
- ❖ in providing everyone with the opportunity to excel.
- ❖ in all students mastering basic skills and being able to apply those skills.
- ❖ in striving for academic excellence.
- ❖ in strong, positive relationships between families, school, and community.
- ❖ in each of us making a difference.

VALUES

We value...

- ❖ being safe, respectful, responsible and kind.
- ❖ healthy lifestyles, enjoying life and humor.
- ❖ character, citizenship and patriotism.
- ❖ each other's opinions and feelings.
- ❖ taking action on research and data.
- ❖ taking responsibility and holding ourselves accountable.
- ❖ giving one's best effort and working hard.
- ❖ positive relationships with open and direct communication.
- ❖ student learning by providing the time and support students need.



WELCOME TO MVMS!

Hello, my name is Shannon Angstadt and I am the Principal of Mountain View Middle School. On behalf of the entire staff at Mountain View Middle School, welcome to the 2024-2025 school year. Whether you are returning to us or brand new to MVMS, I want to thank you for choosing the Columbia Elementary School District.

At MVMS, it is our job to “ensure learning for all...no limits, no excuses”. As your Principal, I want to make a few promises to you:

1. You will have dedicated teachers that care about you. They will take the time to get to know you and the positive relationship that they establish with you will make this year (and every year) at MVMS unforgettable.
2. Your teachers will work hard to deliver effective instruction to make sure you learn what you need to learn. They will prepare you to be successful this year and when it comes time to move on to high school, you will be ready.
3. At MVMS, we believe that every student can learn and we will do whatever it takes to help each of you do just that.
4. MVMS will be a safe, clean, and friendly environment where you can learn. My staff will model what it is like to treat others with respect and we will expect everyone to be safe, respectful, and responsible.

Obviously, we want you to be successful in everything that you do this year but there are some things that you are going to need to bring to the table in order to make that happen. You have probably heard all of these things before, but I want to go over them again because they really do work...

- ✓ Read this book! This handbook is a great resource for you and has everything that you need to know about what is expected of students at MVMS.
- ✓ Come to school. It seems pretty obvious but the foundation for a successful school year is consistent attendance. There will be legitimate reasons for missing school and those absences will be excused but a pattern of unexcused absences makes learning very difficult. Remember, if you miss a day, you miss a lot.
- ✓ Set goals. Middle school is the time to acquire habits that will help you be successful for the rest of your life. Setting goals is one of those habits. It might be honor roll, making a sports team, or developing your musical talent. Whatever it is, set your goals early and work hard to achieve them.
- ✓ Work hard and do your very best. Simply put, anything worthwhile requires effort. Learning is like that. To make it happen, your teachers are going to challenge you to put forth your best effort every class period, everyday. If you are willing to do that, I guarantee that there are no limits to how far you can go.
- ✓ Play hard and have fun! You are going to have a great time at MVMS this year. There are friends that you will make and experiences that you will have that will make this year the best ever. Live it up and take advantage of every opportunity that school offers. Get involved and take pride in your school. Chances are, if you love your school it will love you back.

I want you to know that I love MVMS and I believe there is no better place to be than right here, right now. Everyone at MVMS believes in you. We are here to help you learn and we look forward to working with each of you to make Mountain View Middle School the best that it can be. Good luck and GO PANTHERS!

Sincerely,

Shannon Angstadt, Principal



SHARED VISION OF EFFECTIVE INSTRUCTION

At MVMS, we understand that student learning cannot happen without effective instruction. We believe that as the quality of instruction improves, the student achievement will improve proportionally. With that in mind, we are committed to providing the following in our class every day:

Positive Relationships

Each classroom will be a caring and inviting environment built on the foundation of positive relationships. Students will feel safe to take academic risks as a result of positive feedback and mutual respect demonstrated throughout the classroom.

Clear Purpose

At MVMS the purpose of each lesson will be clearly explained and meaningful to students.

High Student Engagement

In order to ensure that students are active learners in the classroom and promote high student engagement, all teachers will implement strategies to connect with students and continually check for understanding through all phases of instruction.

Feedback

To help all students achieve proficiency, valuable and relevant feedback will be given frequently to students either by the classroom teacher or classmates (when appropriate).

Effective Learning Environment

Instructional time will be maximized. Students will be actively participating in all class activities and will have an understanding of the established classroom routines and procedures.

Rigor and Expectations

All MVMS teachers will use Common Core teaching strategies, in addition to explicit direct instruction, to teach a rigorous grade level standards-based curriculum to our students. We will provide support to help all students reach high expectations and we will help all students develop deeper understanding through the use of Bloom's Taxonomy.

ATTENDANCE

Students are expected to come to school, be on time, and attend all classes. Non-attendance affects both the academic and social progress in school. It is difficult to make up missed assignments and lost instructional time can create gaps in learning. **Regular attendance at school is a habit that will have a lasting and positive impact on your child's future.**

EXCUSED ABSENCES

It is understood that throughout the course of the school year, there will be times when a student is not able to attend school for a justified reason. According to California School Law, the only legal reasons for a child to be absent from school are illness, visit to doctor or dentist, or death in the immediate family. If your child is unable to attend class please call the school at **221-5224 ext. 702** and give the reason for the absence and/or the nature of the illness.

If a phone call is not made, a student must bring a note from home before the absence will be considered legal. A note for a child who has been absent should include the following information: name of student, date of note, number of days absent, actual dates absent, reason for absence (please state exact reason such as "ill with cold", or dental appointment), and signature of parent or guardian.

If your child is absent for a period of two days or more, and you desire their current assignments, please contact the teacher through e-mail or voice mail. Teachers are willing to prepare homework for extended illness. In most cases, homework assignments are available online.

We urge you to examine your child each morning before sending her/him to school. Children with flu-like symptoms (fever, nausea, etc.) should be kept at home to insure fast recovery and negate the spreading of germs. The school will phone the home or emergency number before sending children home.

TRUANCY

Truancy is the failure to attend school all or part of the day without a valid excuse. Students who have been truant on three occasions are considered habitual truants by law, and may be referred to the County School Attendance Review Board. Frequent unexcused tardies are considered a truancy. Leaving the school grounds before school, after school or during lunch without permission from school officials is also considered a truancy.

SCHOOL ATTENDANCE REVIEW BOARD PROCEDURE (SARB)

Regular attendance is vital to a child's successful education. In accordance with Education Code Section 48260 regarding compulsory education, habitually truant students will be referred to the SARB Board to be considered for placement in an alternative education setting.

ABSENCES DUE TO SUSPENSION

Absences as a result of an At-Home Suspension is unexcused. For suspensions less than two days, all of the student's work, tests, projects and homework due during the period of suspension may be made up only at the sole discretion of the teacher. For suspensions of two or more days, teachers are required to provide homework upon the request of a parent, a legal guardian, or other person holding the right to make educational decisions for the pupil.

TARDINESS

We believe that all class time is important. Students are required to be in class and ready to work as soon as class starts. If a student arrives at school after 8:35 a.m., he/she must report to the attendance office before proceeding to class. Excessive tardies will result in disciplinary action from school administration.

CHANGE OF ADDRESS, TELEPHONE & E-MAIL

When you move, or your number is changed, please notify the office immediately. This information is vital to have on file in emergency situations.

SART (SCHOOL ATTENDANCE REVIEW TEAM)

What is a School Attendance Review Team (SART)?

SART is a School Site Team which includes the parent, student, principal, counselor, teacher, and attendance outreach coordinator. The goal of this team is to identify possible solutions to improving the students' attendance, grades and/or behavior. At this meeting the student agrees to abide by the directions of the School Attendance Review Team (SART) as outlined below.

I will:

1. Attend school regularly and on time each day.
2. Abide by school rules and regulations.
3. Obey the directions of my teachers and administrators.
4. Complete my class assignments.
5. Develop a positive attitude about school.

Parent(s) agree to abide by the directions of the School Attendance Review Team (SART) as outlined below.

1. Cooperate with school officials.
2. Parent communication with attendance clerk when student is absent.
3. Ensure my (son/daughter)'s compliance with SART directives.
4. Comply with SART's assignments of specific parental responsibilities.
5. Notify the attendance office when my (son/daughter) violates agreement.

6. Obtain medical notes when my (son/daughter) is absent for more than two days.
7. Attend classes with my (son/daughter) after the next incidence of truancy/misbehavior.
8. Pick up, or make arrangements to have picked up, my (son/daughter)'s homework if (he/she) will be out of school more than two days.
9. Bring my (son/daughter) to school daily and on time.
10. Talk with my (son/daughter) in positive terms about school.
11. Communicate with school staff if there are questions or concerns

Failure to attend this meeting with the School Attendance Review Team and additional absences will result in a referral to the district School Attendance Review Board (SARB).

Education Code Section 48263—If any minor in any district of a county is a habitual truant, or is irregular in attendance at school, as defined in this article, or is habitually insubordinate or disorderly during attendance at school, the pupil may be referred to a School Attendance Review Board.

COMMUNICATION

PARENT/TEACHER CONFERENCES

Communication between home and school helps to ensure your child's academic success. Conferences are scheduled for early in the fall. Throughout the rest of the year, whenever there is a concern about a child's lack of academic progress and/or behavior, a conference may be scheduled. This meeting may be attended by the student and parents, teacher(s), and administrator. The goal of the conference is to develop a plan to assist the child.

Anytime parents have a question or concern about their child, they are encouraged to contact the teacher prior to contacting an administrator.

PARENT CLUB

Our Parent Club meets on a monthly basis to plan activities designed to support students and staff. Many of the things that make MVMS such a great school are a direct result of the efforts of Parent Club. Parents are encouraged to attend and "pitch in" as often as they can. For those that cannot attend the monthly meetings but would still like to be connected, agendas and minutes are posted on the Parent Club Facebook page.

DIALER

MVMS regularly uses an automated dialer system to inform parents of upcoming school activities, events, and emergency situations and drills. The automated dialer system includes voice messages and emails.

SCHOOL WEBSITE

Our parents can use our school website (www.columbiasd.com) to access essential information including forms, 8th grade graduation information, Parent Club meeting information, information on upcoming events, and athletics. There are also links to our online gradebook and a directory for staff emails and websites. Parents and students are encouraged to bookmark the site and visit it often.

SCHOOL SITE COUNCIL

On the first Tuesday of each month, the School Site Council meets in the MVMS Library or on Google Meet to discuss business related to MVMS and the Columbia Elementary School District. The Council is made up of school personnel and elected parents and their purpose is to review the school budget, school policies, and monitor school improvement measures.

SOURCES OF INFORMATION BETWEEN SCHOOL & HOME

- Aeries
- Website – www.columbiasd.com
- Planner
- Teacher email
- Voicemail
- Auto-dialer
- Phone Calls
- Google Classroom

SUPERVISION BEFORE AND AFTER SCHOOL

Staff supervision of students on campus begins at 8:00 a.m. and therefore students are not expected to be on campus until that time, unless they are enrolled in a zero period class. Due to limited supervision, students should not be on school grounds after school hours unless they are participating in extra-curricular activities. Students who do not ride the bus home after school need to be picked up by 3:30 (Monday, Tuesday, Thursday, Friday) and 2:30 (Wednesday).

CLASSROOM BEHAVIOR MANAGEMENT

The following guidelines for student behavior will help all students be successful:

Work & Study Habits

- Following directions the first time
- Staying on assigned tasks
- Working well independently or within a group
- Working neatly, carefully, and in an organized manner
- Completing class work, homework, and make-up work on time
- Being prepared with your supplies

Personal Behavior

- Showing respect for adults
- Showing respect for peers
- Showing respect for property
- Being quiet at appropriate times
- Accepting responsibility
- Participating in class activities
- Exhibiting acceptable behavior in the cafeteria, hallway, restrooms, library, recess, etc.

5th Grade Classroom Behavior Management

1. Student planner is to be used daily as a communication tool between home and school. Please review planner nightly. Each day a parent signs the planner, the student will earn a “**star**”. If the planner is not signed at least once during the week, the student will automatically earn Study Hall during STAR recess.
2. Learning Expectations are posted in classrooms and include Work and Study Habits “**WS**” and Personal Behavior “**PB**”. Students will receive appropriate warnings when the expectations are not followed, and if misbehavior continues, the student will receive a “sign-in”.
3. Daily Sign-Ins:
 - a. First Sign-In
 - i. Clipboard Club or Time Out
 - b. Second Sign-In
 - i. Student will write a letter home that will be signed by a parent or guardian which must be returned the following day. (If the student fails to return the signed letter back to school the next morning, it will result in an automatic sign-in, in addition to a phone call to parent/guardian that morning.
 - c. Third Sign-In
 - i. Call home from student and teacher, possible office referral.

6th-8th Classroom Behavior Management

Classroom teachers will share their behavior plans with students and parents at the start of the year. Major infractions will result in a referral to administration for consequences.

GENERAL RULES FOR STUDENT BEHAVIOR

EXPECTATIONS

At MVMS, we are committed to providing a safe and secure campus where student learning can occur. We believe that our students and staff will be able to work to their full potential if our school is a safe, attractive, and clean place where students are responsible for their own behavior, where people care for and respect each other, and a sense of community exists. In order to guarantee all students a positive educational environment, a school-wide expectation and discipline plan has been established.

BULLYING

In order for students to learn and reach their full potential, they need to feel safe and comfortable at school. For this reason, bullying behavior is not tolerated at MVMS. **Bullying is defined as unprovoked, repeated, and aggressive actions done with the intent to do physical or emotional harm to other students.** School-wide efforts will be taken to inform and educate students regarding the negative impact of bullying behavior and strategies will be shared to help eliminate bullying from MVMS. Students that act in ways (directly or indirectly) that make other students feel unsafe, threatened, or harassed will be dealt with immediately by school administration. If a student has been bullied or for some reason feels unsafe at school, they are required to notify a school staff member. Students that bully other students will face the following consequences:

1st Offense

- Parent Conference
- Behavior/Bullying Contract
- Administrative Intervention

2nd Offense

- Suspension
- Possible referral to East Valley Behavior Review Board (EVBRB) for violation of Behavior Contract

CELL PHONES

Cell phones and other electronic devices are not to be on, seen, or heard for any purpose during the school day or at any school event during the school day (i.e. detentions, field trips). **The exception to this rule is if the cell phone is being used under the direction of a teacher, during class, in strict accordance with our Bring Your Own Device (BYOD) Policy.** Cell phone use on the bus, before or after school, is at the discretion of the driver. While on a field trip during school hours, cell phone use on the bus is prohibited. Cell phone use in the library, before school is not allowed. Note: Texting on devices other than phones will also result in the consequences below:

1st Offense

- Phone being taken from the student
- Saturday School assigned
- Parent/guardian will be required to pick up the phone and sign the Saturday School notice.

2nd Offense

- In-House Suspension

3rd Offense

- Student will be suspended

If an emergency arises, the student may use a phone in the main office. If an emergency arises from home the office will deliver a message to the student.

TECHNOLOGY/ELECTRONIC DEVICES

Inappropriate use of technology or personal devices will result in a Saturday School and/or further consequences as deemed necessary by administration.

LEAVING SCHOOL GROUNDS

1. MVMS is a *closed* campus. This means that students may not leave the grounds at any time during the school day without permission.
2. A parent or other identified adult listed as a contact in the office must sign the student out in the office. We appreciate your cooperation in this matter.

PUBLIC DISPLAY OF AFFECTION

In an effort to maintain an appropriate middle school environment that places emphasis on learning, all forms of public display of affection are prohibited. This includes, but is not limited to, holding hands, hugging, inappropriate touching and kissing. As a general rule, MVMS students are encouraged to be respectful of others by keeping their hands to themselves.

ENERGY DRINKS

Beverages that are labeled with the “not recommended for children” warning will not be allowed on campus at any time during the school day. If a student brings this type of beverage to school, the drink will be confiscated and disposed of by school personnel. This includes beverages made with energy drinks.

AEROSOL CANS

To ensure the safety and well-being of students, aerosol cans of any kind (including body sprays) will not be allowed on campus at any time during the school day.

ACADEMIC DISHONESTY

In the classroom, students learn by doing. It is expected that MVMS students will take responsibility for their own learning by doing the work assigned to them by their teachers. Academic dishonesty occurs whenever a student cheats the process by:

- Turning in someone else’s work as their own (including plagiarism of online content)
- Copying/providing answers from or to classmates on class work, homework, or assessments
- Cheating on assessments (providing/receiving answers, discussing questions with students that have not taken the assessment yet, etc.)

Academic dishonesty is considered a very serious offense. When academic dishonesty occurs in class, whether it is one student acting independently or students working together to cheat, the student(s) involved will face both academic and disciplinary consequences that may include:

Possible Academic Consequences

Reduced grade
Quiz/Test retake with reduced grade
Alternative/Additional assignment

Possible Disciplinary Consequences

After School Detention
Saturday School
In-School Suspension

Students with repeated academic dishonesty issues will be disciplined accordingly by site administration.

DRESS CODE

*****The current Dress Code was created by a committee made up of students, parents, teachers and administration. It was reviewed and approved by the School Site Council and the CESD Board.***

It is important for students to come to school dressed appropriately. Mountain View Middle School respects students' rights to express themselves in the way they dress. Also, our school is judged not only by the physical appearance of the facilities, but also by the physical appearance of our students. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. To meet these objectives all student dress must follow the guidelines below:

1. Feet must be covered and shoes must be appropriate for active participation in P.E. **Flip Flops/Slides and slippers are not allowed at school.** Backless shoes may be worn providing the top of the shoe is substantial and covers the majority of the foot (i.e. – Birkenstocks, Crocs)
2. Clothing must cover areas from one armpit across to the other armpit, down to at least 3 to 4 inches in length on the upper thighs (see images on next page). Tops must have at least a one inch strap. ***Under garments may not be seen.***
3. Pants must not have holes or frays that show skin above the knee (front or back), unless *patched* so that no skin or pockets show through. Sagging pants or shorts are not allowed. Pants are to fit appropriately at the waist.
4. Shorts may not have holes or frays above the 3-4 inch length and must cover all private body parts regardless of the activity.
5. Clothing/jewelry with inappropriate logos, sayings or pictures (i.e., alcohol, drugs, tobacco, weapons, sexual implications, hate speech, or which advocate racial, ethnic or religious prejudice) are not to be worn at school. Gang affiliated attire is not allowed.
6. No see-through or fish net garments.
7. Sleepwear (pajamas, slippers, etc...) is not allowed at school. (Special events excluded)
8. Hats may be worn, bill forward only. They may not have inappropriate logos or sayings. Hats/hoodies/beanies (and all other headwear) must be removed indoors.
9. For student safety, only pierced ears with appropriate earrings are acceptable. Facial jewelry must be minimal in quantity and size.
10. No spiked jewelry accessories of any kind will be allowed at school.
11. No costume items (tails, ears, wigs, etc...) may be worn to school with the exception of spirit/dress-up days.

CONSEQUENCES FOR DRESS CODE VIOLATION

Students that violate the MVMS Dress Code will be sent to the Office to make arrangements for more appropriate clothes to be brought from home or will be provided with clothing from the office. Subsequent violation of the Dress Code will be considered defiant behavior and the student will be disciplined accordingly.

Site Administration will have the final determination whether a student's attire/accessories is appropriate. If there is a question as to whether articles of clothing or accessories are appropriate, ask school administration before it is worn to school.



DRESS CODE

<u><i>Appropriate</i></u>	<u><i>Not Appropriate</i></u>
 <p>Must have straps</p> <p>Entire area from armpit to armpit to bottom of 3-4 inch length must be covered</p> <p>3-4 inch length</p>	 <p>Incorrect: Shirt below armpit line in several places</p> <p>Incorrect: Midriff showing</p> <p>Incorrect: Hole in clothing above 3-4 inch length</p>
	
	
	

DISCIPLINARY INTERVENTION

CONSEQUENCES

When students engage in inappropriate behaviors, they will be dealt with fairly and consistently using progressive discipline by the classroom teacher and school administration if necessary. The purpose of this discipline is to change student behavior. Consequences may include lunch detention, campus improvement, after-school detention (30 or 60 minutes), a required parent conference, a behavior contract, In-School Suspension, Saturday School, suspension, revocation of Inter-District Agreement (if applicable), referral to EVBRB panel for possible placement in alternative education programs, and/or expulsion from the Columbia Elementary School District.

It is important to note that while on At-Home or In-School Suspension, students may not participate or attend any school or extra-curricular activity or be on/near any school campus. Also, failure to serve detention will result in a rescheduled detention for the first offense and progressive discipline measures for repeat offenders (ex. double detention, campus clean-up, or Saturday School). Failure to serve Saturday School will result in an In-School Suspension assignment.

The Principal or Assistant Principal will retain the right to deal with student discipline situations as they feel is appropriate dependent upon the specifics of the particular incident (i.e. severity, past patterns of student behavior, etc...) and the level of action needed in order to change student behavior. If repeated disciplinary intervention does not result in the desired change in student behavior, then progressive, or alternative, steps will be taken.

MINOR MISCONDUCT EXAMPLES

Defiance/Insubordination/Non-Compliance
Disrespect
Disruption
Dress Code Violation
Physical Contact/Physical Aggression
Property Misuse
Tardy
Technology Violation

MAJOR MISCONDUCT EXAMPLES

Abusive Language/Inappropriate Language/Profanity
Bullying
Defiance/Insubordination/Non-Compliance
Disrespect
Disruption
Dress Code Violation
Fighting
Forgery/Theft/Plagiarism
Harassment
Inappropriate Display of Affection
Inappropriate Location/Out of Bounds Area
Property Damage/Vandalism
Skip Class
Use/Possession of Alcohol
Use/Possession of Drugs, Tobacco, Weapons

SUSPENDABLE & EXPELLABLE OFFENSES

According to California Education Code, a student may be suspended or expelled for any of the following offenses:

- Causing, or threatening to cause physical injury to another person
- Possession of a dangerous object (knife, firearm, explosive, etc...)
- Possession, use or distribution/sale of alcohol, tobacco, or any other controlled substance or paraphernalia
- Theft of personal/school property
- Vandalism to personal/school property
- Obscene act or habitual profanity/vulgarity
- Disruption of school activities or willful defiance of school personnel
- Sexual Harassment
- Cyberbullying-“Bullying by means of an electronic act”, Ed. Code 48900 (r)

A student may be suspended or expelled for any of these offenses as they relate to school activity or attendance, including the following:

- A. While the student is on school grounds.
- B. While the student is **going to** or **coming from** school.
- C. During the lunch period, whether on or off the campus.
- D. During, or while going to or coming from a school-sponsored activity.

Suspensions for these offenses will range from 1-5 days and a parent conference will be held. Serious offenses (physical injury to others, alcohol/drugs, bullying, weapons, etc...) may result in either a referral to the EVBRB panel or an Administrative Hearing to consider expulsion of the student from the school. Students that attend MVMS on an Inter-District Agreement may have their Agreement revoked.

WILLFUL DISOBEDIENCE, DEFIANCE AND DISRESPECT TOWARD ADULTS AT SCHOOL

- 1. Students are expected to comply with all reasonable requests and to follow directions when they are asked to do so by school personnel. If a student feels that they are being treated unjustly, he/she may see the Assistant Principal or the Principal.
- 2. Courtesy is an expectation; abusive language or obscene gestures/or acts are not acceptable.

Students of the public school shall have the right to exercise freedom of speech and of the press, except that expression shall be prohibited which is obscene, libelous, or slanderous. Also prohibited shall be material which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school. (*E.C. 48907 Student Rights and School Regulations*)

DANGEROUS OBJECTS

For obvious student safety reasons, knives (switch blade, hunting, Swiss army, etc.), matches, lighters or firearms of any type (including BB guns) are not permitted on school premises. Mountain View Middle School operates with a zero tolerance philosophy regarding all dangerous articles ***including drugs, alcohol and tobacco/tobacco products***. Students that violate these policies may be referred to EVBRB or an Administrative Hearing to consider an alternative education placement/expulsion from the district.

SEXUAL HARASSMENT

The Governing Board recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness.

To promote an environment free of sexual harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment. The Board shall not tolerate the sexual harassment of any student by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action. The Board encourages students or staff to immediately report incidences of sexual harassment to the Superintendent or designee. The Superintendent or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

Bring Your Own Device (BYOD)/Chromebook Policy

The Columbia School District provides technology that is appropriate and adequate to support instructional purposes. The use of personal devices by students is optional, and students who do not participate in BYOD will not be penalized.

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop or other electronic device while at school, it is a privilege. When abused, privileges will be taken away. Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.

Students and parents/guardians participating in BYOD must adhere to the Bring Your Own Device Usage Agreement, as well as all Board policies, particularly Student Use of Technology Policy (6163.4a) and Student Acceptable Use Policy (6163.4b).

Chromebook Use Policy:

Chromebooks are the property of the Columbia Elementary School District. Any use of the Chromebook shall be for *educational purposes only*. Students are not to use the Chromebooks at home or at school for anything other than classroom assignments. **Parents and family members are not to use the Chromebooks, as they are for student work only.** Students may not let others use their Chromebooks. Students must never give their usernames and/or passwords to anyone. Students must follow the same rules as the BYOD Policy Agreement. Violations of the Technology Agreement will result in Saturday School and/or further consequences as determined by administration.

Definition of “Device”

For purposes of BYOD, “device” means privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc. Appropriate devices include a laptop, tablet (e.g. iPad, Xoom), ereader (e.g. Kindle, Nook), or Chromebook. **In appropriate circumstances, as determined by a district teacher or administrator, use of cellular phones, smart phones, and mp3 players (e.g. iPods) may be permitted for the purpose of educational enhancement only.** Handheld gaming devices (e.g. Nintendo Switch) are not allowed at school.

Internet

Only the internet gateway provided by the school may be accessed while on campus. Connection to third party access points or the establishment of ad-hoc network access via Internet connection devices (hot-spots, air cards) is not permitted. Please note that students using their own device to gain access to the internet via their own cellular data plan is not filtered.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. Neither the Columbia School District nor any of its employees are liable for any device lost, stolen or damaged, including lost or corrupted data on a device. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. Please check with your homeowner’s policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage. Also, if the device has a locator feature, enable it. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

Safety

An important component of BYOD/Device usage will be education about appropriate online behaviors. Teachers will review cyber-safety rules with students throughout the course of the school year, and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices.

Consequences for Inappropriate Use

Inappropriate use or violation of Technology Usage or Safety Policy on personal equipment may also result in disciplinary action in coordination with policies. When a student misuses a device please refer to your electronic device policy in the student handbook.

Bring Your Own Device Policy (BYOD)/Chromebook User Agreement

For the purposes of BYOD, a “device” means privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc. Appropriate devices include a laptop, tablet (e.g. iPad, Xoom), ereader (e.g. Kindle, Nook), or Chromebook. Please note that cell phones, smart phones, and mp3 players (iPods) are permissible, however appropriate classroom management is recommended to make sure students are properly behaving on their electronic devices. Handheld gaming devices (e.g. Nintendo Switch) are not allowed at school.

Agreement: In exchange for the use of the Columbia School District wireless internet either at school or away from the school with a personal device, I understand and agree to the following:

1. That the use of BYOD is a privilege which may be revoked by the administrators of the system, or the Columbia School District, at any time for violation of the Computer System Usage Agreement or any portion of this agreement.
2. To use a personal device within the school, students must register it by connecting it to our “Public Wi-Fi”.
3. Students must obtain teacher permission before using a device in class, and put it away when requested by the teacher.
4. Devices may only be used to access applications, files or internet sites which are relevant to the classroom curriculum. Devices may not be used for non-instructional purposes, such as making personal voice calls, text/instant messaging, play non-educational games, viewing non-educational videos, or to cheat on assignments or tests.
5. Devices may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours, unless otherwise allowed by a teacher, and if an Image Release is on file at the office.
6. The district does not guarantee connectivity or quality of connection with personal devices, but will provide directions on how to connect.
7. The school's network filters will be applied to personal devices connected to the school's internet gateway.
8. Attempts to bypass the filter will result in disciplinary action.
9. Printing from personal devices may not be possible at school.
10. Personal technology is charged prior to bringing it to school and runs off its own battery while at school.
11. The district is not responsible for the maintenance or repair of any personal technology.
12. The district is not responsible for any costs incurred due to the use of personal technology.
13. Bringing on the premises or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the Technology Usage Policy. This will result in disciplinary or legal action.
14. Processing or accessing information on school property related to “hacking,” altering, or bypassing network security policies is in violation of the Technology Usage Policy. This will result in disciplinary or legal action.
15. The school district has the right to collect and examine any device if there is a reason to believe that school policies, regulations, or guidelines on use of the device have been violated.

Chromebooks must be:

1. Brought to school each day, unless otherwise directed by the teachers.
2. Fully charged when brought to school.
3. Kept clean on the exterior and keyboard. Use only approved cleaners, and do not spray anything directly on the exterior or keyboard.

Signature of Student/User

Date

Signature of Parent/Guardian

Date

Signature Columbia School District Official

Date

STUDENT ACTIVITIES

AFTER-SCHOOL ACTIVITIES

The following sports are offered as after school activities:

Fall: Cross Country (5-8), Volleyball (6-8), Soccer (co-ed) (6-8)
Winter: Basketball (4/5, 6-8), Flag Football (co-ed) (6-8)
Spring: Track (5-8), Softball (6-8), Baseball (6-8)

In addition to sports, MVMS may also offer additional clubs and extracurricular programs such as:

-Link Crew -Student Council -Yearbook -GATE (6-8)
-Band -Drama -Odyssey of the Mind -Robotics

TRANSPORTATION

Practices for these activities may be held before or after school and parents are responsible for transportation to and from practice. Parents will also be asked to aid in transportation to games, competitions, and other related events. In order to do so, parents must have private driver forms and current insurance verification on file. Please refer to the Student Activities Guidelines for eligibility and participation criteria.

LINK CREW

Link Crew is a program at MVMS to help connect students with school and build leadership qualities. This program involves students who complete an application process and are approved to be in Link Crew in grades 5th – 8th. The students work to provide a smooth transition for the incoming 5th grade students on campus, provide activities for the student body such as: Toys for Tots, canned food drives, promoting Red Ribbon week, organizing fundraisers for community programs, creating fun assemblies and providing opportunities for middle school students to be involved in leadership on campus. Link Crew will also work on campus beautification projects, as well as building community relationships.

SCHOOL DANCES

ELIGIBILITY

School dances include 5th-8th grade students, and are for the enjoyment of our students. Attending a school dance is a privilege and school administration reserves the right to revoke student dance privileges due to violation of school policies. The following guidelines may be used to determine dance eligibility:

- **Any** missed detentions and/or Saturday Schools that are still outstanding
- Attendance at school on the day of the dance
- Any school suspensions since the last dance
- Grades of 'F' or 'I' in the current quarter

Students must be inside the gym within one-half hour after the start time. No one will be admitted after that time unless accompanied by a parent. Students may not leave the dance until it ends unless a parent is present. ***Any student who is not picked up 15 minutes after the dance ends will not be allowed to attend the next dance.*** All school rules and dress codes are in effect during school dances. Dance rules have been developed to ensure a fun and safe experience for all students. A copy of dance rules are included on the permission slips and should be read by both parents and students prior to each dance. ***Students not following all of the rules at a dance will be excluded from the next dance.*** **Students must bring the permission slip, signed by the parent/guardian, to be admitted to the dance. Students taking pictures and/or videos is not allowed at any time at school dances.** Outside guests are not allowed at school dances.

SPECIAL EVENTS

Throughout the year various events are held to build student unity. Examples of these include assemblies/rallies, Academic Awards Assemblies, special dances, and numerous field trips. With the small school atmosphere, there are numerous opportunities for students to get involved and have fun while learning.

MVMS STUDENT ACTIVITIES GUIDELINES

PHILOSOPHY

Mountain View Middle School and the Columbia Elementary School District are committed to the philosophy that the **TEAM** is the primary focus of our activities programs. Our long term goal is that our students are productive citizens now and in the future. Our students are expected to make a **season-long** commitment to attend all practices and games/performances except for illness and family emergencies. **If a student makes a school team/group, those practices and games/performances take priority over outside organizations. If this rule is violated, an athlete may be removed from the team.** Our students must accept the responsibility for being role models for their peers and represent our school with pride and dignity.

ELIGIBILITY

NOTE: *Eligibility requirements for participation in the district's extracurricular and co-curricular activities are the same as those set by the district for participation in interscholastic athletics.*

Participating in after-school activities is a privilege, not a right. Our students will demonstrate a high level of academic and behavioral performance. Administration has the final say in participation for extracurricular and co-curricular activities. In order to try out and maintain eligibility, each student must meet the following criteria:

1. Maintain a minimum (2.0) C average grade point (with no F's or I's) as established by regular grade checks and quarterly grades.
 - a. Regular grade checks will be conducted. Any student receiving a failing grade will have two weeks to make it up. (During this time, students may practice but not play in a game or participate in a performance.) If the grade improves, the student is reinstated to regular status. If the student fails to meet the 2 week requirement or is placed on contract due to grades for a second time during that same season, he/she will be dropped from the team/group. GPAs will be based on core subjects.
 - b. Grade checks will be done one day prior to each game and tournament by 4:00 p.m. Any student who has less than a 2.0 and/or an F or I at 4:00 p.m. the day before a game, tournament or performance will not be allowed to participate. Eligibility for tournaments (all games) or performances will be determined by the grade check done on the day prior to the start of the tournament or performance.
2. At MVMS we are committed to giving the health and safety of our students the highest consideration in planning and conducting extracurricular and co-curricular activities. For this reason, ***we strongly encourage all students planning to participate in extracurricular programs to obtain a medical clearance before they participate.***
3. Students are expected to make a **season-long commitment** to the team/group. Attendance at all practices and games/performances is mandatory except for illness or family emergencies. Each athlete/participant is personally responsible for notifying his or her coach/group leader prior to an absence whenever possible. Any unexcused absence for a practice and/or a game/performance may result in a limitation or suspension of playing/performance time. A pattern of unexcused absences from practices and/or games/performances will ultimately result in the student being removed from the team/group.
4. Students must demonstrate personal responsibility and good citizenship throughout the season. Disciplinary consequences for a student's violation(s) of the school's student behavior plan will be subject to the following action(s):

a. After-School Detentions

One (1) Detention

A player may continue to practice but not play in a game or participate in a performance until the detention has been served.

Two (2) Detentions

A student receiving a second after-school detention during the season of sport/performance will be given a mandatory suspension for a minimum of 1 game/performance. Additional consequences may be assigned at the discretion of the Athletic Director or coach/group leader.

If an athlete receives multiple referrals (~3+) through the course of a season, it could result in removal from the team. This decision will be made by the Athletic Director/Administration.

b. Suspension from School/Saturday School

Any student receiving a suspension or a Saturday School during the season of sport/performance will be suspended for a minimum of two games or performances. Any student who already has **1 suspension or Saturday School** in the season of sport/performance and receives **another suspension, Saturday School or an after school detention may be removed from the team/group for the remainder of the season.**

5. Students must be in attendance for at least 4 periods on a game/performance day to be eligible to participate; Doctor appointments excluded.
6. Students with modified/limited PE will be allowed to participate in extracurricular activities at coach's discretion, but students with medical documentation stating that they are unable to participate in PE will not be allowed to participate in any extracurricular activities requiring similar physical activity to that of the PE class.
7. Special circumstances or issues may arise where the Administration has the discretion to remove a child from a team.

Uniforms are to be worn for games only! Please do not wear your uniform to school or anywhere else. Each player (and his or her parents) is responsible for storage and care of their "home" and "away" uniforms valued at \$80.00 each (\$160.00 total). Please follow washing instructions carefully and store the uniforms in an orderly manner. Each uniform has been formally issued to each player. **Players will be responsible for the replacement of the uniform if it is lost or damaged due to improper care.**

Uniforms must be turned in to the office within one (1) week of the season ending. Invoices may be sent for any uniforms not returned.

PAC Sports Snack Bar

Our MVMS PAC provides a snack bar for all home games, but they cannot do this without the help of our athletic parents. During each season, all parents of athletes will be asked to sign up to help out in the snack bar at home games. At the start of each sport season, PAC/Coaches will send out a Sign-Up Genius for you to select your slot. Please make sure to help out at the snack bar so PAC can continue to provide this to our athletes and families.

PARENTS OF PARTICIPANTS/ATHLETES

Parents are expected to show respect and sportsmanship towards coaches, players, officials, school representatives, other parents, and teams both **on** the court/field and **off**. When attending games/tournaments, whether home or away, we also expect you to treat facilities with proper care. The actions of parents may affect the status of team members, as officials and directors consider repercussions for schools based on negative parental behavior. Please conduct yourselves appropriately and enjoy the season in which your child is participating. Any parent that is asked to leave a school activity as a result of their behavior will not be allowed to attend any other school activity for the period of 1 week. If inappropriate behavior (disrespect towards players, coaches, officials, etc...) continues, the parent may be banned from attending games the remainder of the season and possible future sports seasons.

Decisions will be made by the Athletic Director/Administration.

If you need to discuss a game decision with the coach, we ask that you wait at least 24 hours before you speak with the coach. If you are still unsatisfied after contacting the coach, please contact the Athletic Director.

INSURANCE

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses.

Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling the Healthy Families and Medical Programs Information Line at 1-800-880-5305.

ACADEMIC INFORMATION

GRADING (A, B, C, D, I)

What is an I?

At MVMS, we believe that all students can learn and we use grades to communicate what students have learned. Looking at your student's grade, you may see that he/she has received an I in one or more classes. The I stands for **Incomplete** and is used instead of the traditional F. It indicates that the student has failed to demonstrate proficiency in the specific subject and more is required from him/her in order to pass the class. Under the traditional grading model, a student who fails to meet proficiency in a class would receive an F grade and move on without addressing why the F happened or doing anything to fix it. Research shows that the failing grade does little to motivate the student to improve. With the I he/she is encouraged to make up the difference. We believe that all children can learn and that all students should be held accountable for their own learning.

How to Clear the I

In order for your student to clear the I grade and demonstrate proficiency in that specific class they will either be required to pass subject matter I tests or be assigned an alternative way to show proficiency. These tests/projects include content taught in the quarter in which the I was received, and are administered **after school on 4 consecutive Thursdays**. It is important to note that students may take the test more than once and those students that have multiple I grades can take more than one test on each date if time allows. If the student passes the I test with an 80% or higher, then the I grade may be changed to a C- (as decided by the teacher). If the student scores between a 70% and 79%, then the grade will be changed to a P (for *Proficient*), which will count as a 1.0 on the GPA scale.

If your student does not clear his/her I by the end of the testing window, then it will be recorded as an F grade and will remain on the report card (unless otherwise directed by the teacher). For 7th and 8th grade students, this grade will be averaged with the second quarter to determine the first semester grade. *This will jeopardize the student's semester grade and their semester GPA so it is essential that students work hard to clear their I grades as soon as possible. 8th grade students with outstanding I/F grades may also be in jeopardy of being unable to participate in graduation and graduation related activities. (See 8th Grade Graduation Criteria on the website for more specific detail)*

If you have any questions regarding your student's grades or the process for clearing an I grade please do not hesitate to call the office.

REPORT CARDS

Report cards are issued at the end of each quarter. When possible, report cards will be mailed home. Mid-quarter progress reports will be given to each student and students may be required to return them to the teacher with a parent signature.

HOMEWORK

If you will be requesting homework for your student for a vacation during the school week, at least 2-weeks' notice to the teacher/s & office is required. Due dates for said homework are stated in the Independent Study Contract based on the type of leave. Please note that teachers are not required to provide homework for vacations.

Independent Study

CESD offers both long and short term independent study programs. Short-term is available for any student experiencing 3 or more consecutive days out of the classroom, up to 14 cumulative days per school year. Absences

due to illness, quarantine, vacations, emergencies, etc. qualify for short-term. Once a student reaches 15 days or more of an extended absence/cumulative days, or any student needing an alternative to the traditional classroom may qualify for long-term independent study. You can contact the Independent Study teacher at 221-5224 to set up a meeting to discuss potential placement in the long-term program.

INTERNET TOOLS

Parents have the opportunity to check on student progress through Aeries, which can be accessed through the school web site at www.columbiasd.com:

- **AERIES:**
Attendance and current grade information can be monitored by going to our website (www.columbiasd.com) and clicking on the “Aeries Student/Parent” link. Using the user name and password assigned to the student, a parent can access the gradebook of each teacher and see how the student is progressing in each class.
- **Google Classroom:**
Teachers may post assignments and worksheets on their Google Classroom so students can access current work from home if necessary.

STUDENT RECOGNITION

Grade Level Rewards

A reward may be given each semester to recognize those students who have behaved appropriately. These activities may include snacks, special field trips, or a class movie. This reward will be planned by grade level team teachers.

Classroom Awards

Teachers recognize individual students from each of their classes during the Academic Awards Assemblies.

Student of the Month

This award is given monthly to the outstanding students from each grade level. Their picture is taken, placed in our library and they are recognized by the Board of Trustees at their monthly meeting.

Honor Roll

Students with a GPA of 3.0 to 3.49 will be recognized on the honor roll and their parents will be invited to attend the quarterly Academic Awards assemblies.

Principal’s List

Each quarter students receiving a GPA of 3.5 or higher will be on the principal’s list and will be recognized during our Academic Awards assemblies.

“Taking Care of Business”

This is a school-wide program designed to reward grade levels and homerooms in areas of academic performance, responsible behavior, and school involvement. Rewards will be granted on a regular basis (weekly, monthly, and/or quarterly), including field trips. Students may call home to let parents know they won a TCB if they would like.

STUDENT RESPONSIBILITIES

TEXTBOOKS/CHROMEBOOKS

Textbooks/Chromebooks are issued to students at the beginning of the year. If a book/Chromebook is damaged at the time a student received it, this will be noted when issued. **Students assume responsibility for all textbooks/Chromebooks issued to them and must pay for any lost and/or damaged items.** Students in the 8th grade that have unresolved issues regarding missing/damaged textbooks/Chromebooks at the end of the year will be considered ineligible for participation in graduation related activities (trip, ceremony, and dance).

STUDENT BILLS

Students will be billed for any of the following items: Lost library books, lunch charges, lost textbooks, lost/damaged Chromebooks and/or accessories, materials for special projects, and willful or reckless destruction of school property, or damage to anything which belongs to another person. ***Students with outstanding balances on their accounts may not be allowed to participate in school-sponsored events, including graduation-related activities.***

LOST AND FOUND

All large articles of clothing found in the buildings or classrooms, on the playground or on the bus will be placed in the Lost and Found next to the Library. Small items should be turned in to the office. Lost articles may be picked up before and after school. All items not claimed at the end of each month will be given to a local charity.

PHYSICAL EDUCATION

All students must participate in Physical Education. The only exceptions are those students who have recently been ill and have an excuse from their parents. **For more than three days absence from PE, a student must have a doctor's excuse,** except for certain chronic conditions, such as asthma, or for skin conditions, such as poison oak, ringworm or severe athlete's foot. As is the case with all other classes at MVMS, students that are absent from PE class will be required to make up the time/work by arranging time to run the track (2 laps/day) under the direction of their PE teacher. **Appropriate shoes are to be worn for PE class. Platforms, boots and sandals are not allowed (see Dress Code).**

STUDENT SERVICES

LIBRARY

We are proud of our library at Mountain View Middle School, which offers a variety of reading materials for all grade levels. Some of our library's special features include the following: new books, including the newest recommended literature materials, computerized card catalogue and current periodicals. We are increasing the number of books in our library on a regular basis and we are most appreciative of donations. Please contact our library clerk for further information.

SCHOOL COUNSELING SERVICES

We have a school counselor overseeing counseling services offered to our students at MVMS. These services include: providing individual and group counseling, supervising and connecting families with our counseling trainees and interns (if available) who work with students at the school site, providing referrals to outside community agencies for counseling or therapy. The counselor also oversees the Student Study Team process which includes SST meetings, parent support, scheduling changes, and referrals to school-based professionals to observe, assess, or screen in order to determine whether other services are necessary at the school site.

Parents are encourage to call the MVMS school office to make an appointment to meet with the school counselor, or contact the school counselor if they have any concerns regarding their child at MVMS they would like to discuss. Marlena Witherell: mwitherell@columbiasd.com 221-5224 ext. 703

Suicide Prevention/Mental Health Resources:

For students:

<https://afsp.org/our-work/education/more-than-sad/>
<http://www.childrenshospital.org/breakfree>
<http://www.reconnectingyouth.com/programs/cast/>
<https://save.org/what-we-do/education/smart-schools-program-2/>
<https://save.org/what-we-do/education/leads-for-youth-program/>
<https://suicidepreventionlifeline.org/>
<https://www.sprc.org/settings/middle-school>

For parents:

<https://save.org/product/parents-as-partners/>
<https://www.mentalhealthfirstaid.org/take-a-course/course-types/youth/>
<https://qprinstitute.com/>
<https://www.nimh.nih.gov/health/publications/suicide-faq/index.shtml>
<https://www.sprc.org/settings/middle-school>
<https://www.sptsusa.org/parents/>

Local information:

https://www.co.shasta.ca.us/docs/libraries/hhsa-docs/mh-main/mental-health-handout.pdf?sfvrsn=14fb89_2
https://www.co.shasta.ca.us/index/hhsa_index/mental_wellness/crisis_mh/suicide-prevention/suicide-prevention

CAFETERIA

We have a breakfast and hot lunch program at Mountain View Middle School. Our cafeteria personnel provide fresh fruits and vegetables for students daily. As an added incentive, our lunch prices remain among the lowest in Shasta County. Students are served in the kitchen and can eat their meals in the MPR or designated eating areas. Cafeteria charges are not permitted. However, a student without a lunch, for whatever reason, will be provided a serving of milk and a nutritious sandwich by the cafeteria manager. This service is provided on a short term basis only. Parents and students are encouraged to deposit money into the student's lunch account via the locked box located in the serving area or using EZPay on the school website. The lunch prices are determined by the Board of Trustees. Parents will be notified immediately if there are any changes in prices.

TREATMENT OF INJURIES & MEDICATIONS

Injuries incurred while a student is in school are given first aid treatment by a teacher and/or office personnel. Any injury incurred when a student is not in school should be cared for at home or by your family doctor. Medications such as aspirin are NOT available for students. Students who require medication during the school day must have parents contact the school secretary to pick up a form which must be filled out by the family doctor. The form and medication should then be returned to the office personnel who will administer the medication according to the doctor's instructions.

PERSONAL PROPERTY AND GENERAL REGULATIONS

The school will not be responsible for any lost, stolen or damaged items.

1. Pictures and/or videos are not to be taken at school unless written permission has been given and is on file.
2. Bicycles are to be operated strictly in accordance with city or county ordinances. They should have reflectors, and be locked when parked. (The bike rack area is off limits to students during the day for the protection of the bike owners.) ***Bicycles are not to be ridden in the corridors, patio, lawns, or on the black top at any time.*** During after-school activities, all bikes are to be left in the racks. All students riding bikes to school must wear protective head gear (helmets) in accordance with the law.
3. Skateboards, roller blades, scooters, motorized scooters, and heelies are all prohibited on school grounds and buses at all times.
4. Possession and use of cigarettes, matches, lighters, or tobacco in any form (including, but not limited to, electronic cigarettes & other vapor emitting devices, with or without nicotine) is strictly prohibited. This applies to the school campus during the school day as well off campus while the student is coming to school or returning home. (*See Suspendable Offenses*)
5. Personal sports equipment is suggested to be left at home to avoid possible theft or loss. Bouncy balls smaller than a tennis ball are prohibited for safety reasons. If brought to school they will be confiscated.
6. Obscene or profane materials in print, graphic or video are not allowed on campus and may result in suspension.
7. Chewing gum is not allowed at school. After school detention or campus clean up may be assigned to those students who choose to break this rule.
8. Personal electronic devices of any type should not be brought to school. **The exception to this rule is if the cell phone is being used under the direction of a teacher, during class, in strict accordance with our Bring Your Own Device (BYOD) Policy.** The school will not be responsible for any lost, stolen, or damaged items.

TRANSPORTATION

Parking Lot Protocol

When dropping off or picking up students, please follow the procedures below:

- Dropping off and picking up only in the appropriate lane (Do not stop in the middle of the lot to drop off)
- Pull forward all the way (next to playground area) in order to allow as many cars as possible into the parking lot.
- Drive slowly and watch for people crossing the lot.
- Keep flow of traffic in drop-off/pick-up lane moving. Please do not park or stop for extended time in this lane.
- Be respectful of staff directing traffic and students.
- Please do not park across the street and ask students to cross Hemingway Street to meet you at your car. This creates a safety issue for students.

FOR SAFETY REASONS...PLEASE DO NOT PARK ALONG SHASTA VIEW TO DROP OFF OR PICK UP STUDENTS.

Section 39831.5 (1) Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on school bus safety.

BUS PASSES

In order to ride a bus other than the student's regularly scheduled bus, or to get off at a different stop, the student must obtain a bus pass. To do this, the student must bring a note from home. The note needs to be signed by a parent or guardian and include a contact number. The student must bring the note before school or lunch at the latest.

BUS POLICIES & PROCEDURES

In order to maintain the safest means of bus transportation, we have established the following bus rules:

- *Don't distract the driver*
- *Speak quietly with respect*
- *Keep the bus clean*
- *Stay seated at all times*
- *No eating, drinking or chewing gum*
- *Use good manners*

REMEMBER: All electronic devices must be turned off when riding the bus, if so directed by the bus driver!

School administration will review these rules with those students that ride the bus. **KEEP IN MIND THAT BUS TRANSPORTATION IS A PRIVILEGE AND NOT A RIGHT.**

SAFE LOADING AND UNLOADING

The following is an excerpt from the Columbia School District Transportation Safety Plan.

Students shall be educated in safe loading and unloading procedures:

- a.) Students shall be at their designated bus stop five minutes prior to the scheduled bus arrival time. If the bus is approaching, a student shall not cross the roadway, but rather wait for the driver to escort him/her across the street upon which the bus will stop.
- b.) Students shall wait until the bus has come to a complete stop and the front entrance door has opened before approaching the bus. They shall not rush or run to the bus. If there is a group, they must wait in an orderly line and never crowd or push.
- c.) Upon boarding the bus, students shall go directly to their seat, sit facing the front with their backs against the seatbacks, and remain seated until their destination has been reached and the bus has come to a complete stop. The driver will then indicate when it is safe to stand and depart.
- d.) The same procedure shall be followed when a student is discharged from the bus. He/she shall never cross the street upon which the bus is stopped for the purpose of loading/unloading without an escort from the driver as described in VC22112.
- e.) Students shall wait for direction from the driver and shall not cross the street until directed to do so by the driver. He/she shall then cross the street between the driver and the front of the bus.
- f.) Students shall NEVER run back to the bus after exiting or cross back across the street after an escort. Students must go directly to their home or daycare facility after exiting the bus.
- g.) Students shall never cross the street behind the bus.



C.E.S.D. TRANSPORTATION DISCIPLINE PROCESS

Columbia School District is committed to the safety of all students while being transported in district school buses. The district uses a progressive discipline system when a student misbehaves on a school bus. Please review the following steps with your child so he/she understands the consequences of misbehaving on the bus. Riding the bus is reserved for pupils who earn the privilege to ride.

1. CITATION #1

The first citation is considered a warning which gives your child the opportunity to improve his/her behavior. This will result in a front seat assignment on the school bus for a total of 10 consecutive rides or longer if the driver deems it necessary for the safety of the children.

2. CITATION #2

The second citation usually indicates that your child has not improved his/her behavior on the bus and has violated bus rules again. You will receive a phone call and have the opportunity to have a conference with the Principal, the bus driver, and your child at which time a bus riding contract will be signed by all parties. Your child will lose his/her bus riding privileges for one week.

3. CITATION #3

The third citation indicates that your child has repeatedly violated the bus rules and has lost his/her bus riding privileges for the remainder of the school year.

In the event that a citation is written, please return the signed citation with your child to the driver. A signed citation indicates that the rules and consequences of breaking them are understood by you and your child.

Safety on the bus is a serious concern and misbehavior will not be tolerated. Thank you for your support in helping us keep our children safe while being transported in school buses.

MEGAN'S LAW

Megan's Law enables the public to obtain information about sex offenders. If you would like a pamphlet on Megan's Law, please stop by the school office. If you require additional information, please contact:

Redding Police (530) 225-4200
Anderson Police (530) 378-6600
Shasta County Sheriff (530) 245-6540