

# Lompoc Valley Middle School

## Learners today – Leaders tomorrow!

### Welcome!

It is with great pleasure that we take this opportunity to welcome you to Lompoc Valley Middle School. We are extremely proud of the programs we offer, and we encourage you to make the most of your time with us.

Within these pages you will find important information you will need to navigate yourself successfully through this coming year. You will find information about expectations for behavior, school policies, bell schedules, and dress code standards. Our teachers, staff and administrators work at LVMS because we care about students. We hope you will take advantage of the many opportunities provided for you in the upcoming school year.

Welcome to LVMS, Home of the Falcons  
*Lisa Moore, Principal*

**The LVMS mission is to inspire productive citizens through a dedication to learning.**

### Lompoc Valley Middle School

#### Main Office: (805) 742-2600

The school office is open from 7:30 a.m. to 4:00 p.m. on days when school is in session.

**24 Hour Attendance Line: (805) 742-2610**

### LVMS Campus

**LVMS is a closed campus. Campus opens at 7:45 A.M.** Please do not drop off students prior to this time unless they have been requested to arrive earlier by a staff member (Detention, Field Trip, etc.). All students will be directed to the patio in the morning. Students are not permitted upstairs before the 8:15 A.M. bell or during lunch time. Students can receive a consequence if they are caught out of the designated boundaries.

All students are to remain inside the fence boundaries after arriving on campus and throughout the day unless they have been issued an off campus pass. **Leaving campus without permission** (i.e. walking to Ryon Park or to 7-11) **will result in disciplinary action. Students must have a pass to be out of class.**

## BELL SCHEDULE

Mon-Tues-Thurs-Fri		Wednesday	
Period 1.....	8:20 - 9:09	Period 1.....	8:20 - 9:06
Period 2.....	9:13 - 10:00	Period 2.....	9:10 - 9:50
Period 3.....	10:04 - 10:51	Period 3.....	9:54 - 10:34
Period 4.....	10:55 - 11:42	Period 4.....	10:38 - 11:18
Lunch 1.....	11:42 - 12:12	Lunch 1.....	11:18 - 11:48
Period 5A...	11:46 - 12:33	Period 5A...	11:22 - 12:02
Lunch 2.....	12:33 - 1:03	Lunch 2.....	12:02 - 12:32
Period 5B...	12:16 - 1:03	Period 5B...	11:52 - 12:32
Period 6.....	1:07 - 1:54	Period 6.....	12:36 - 1:16
Period 7.....	1:58 - 2:45	Period 7.....	1:20 - 2:00
		<b>Collaboration</b>	2:10 – 3:00

### Minimum Day Bell Schedule



Period 1.....	8:20-8:56
Period 2.....	9:00-9:30
Period 3.....	9:34-10:04
Period 4.....	10:08-10:38
Period 5.....	10:42- 11:12
Period 6.....	11:16-11:46
Period 7.....	11:50-12:20

### Lunch

Students are not permitted behind buildings, handball courts, or between buildings. Students must remain in view of supervisors.

Students may obtain a school lunch or may bring a lunch from home. Glass containers are not permitted.

**Delivery of fast food/lunches must be brought into the office and checked in with a staff member.** Whole pizza may not be delivered to single students for lunch. If Administration deems the delivery of food/other products a disruption to the lunch area, the student(s) may be required to eat in the office.

**Students may not bring or consume Energy Drinks while at school. No food/drinks or cell phones permitted in classrooms.** Banned items will be confiscated by staff and disposed of. Violations may result in disciplinary consequences.

## 24 Hour Attendance Line: (805) 742-2610

**Every Day Counts – Please be on time to school.** If you have to be absent, please note the following guidelines: **Absences must be cleared within 5 school days.** If parent verification is not received within the 5-day time frame, the absence will be considered as an unexcused/truant absence. Only those listed on the front side of the Emergency Care Card are authorized to clear an absence or pick a student up.

According to the State of California and the LUSD Board Policies (Ed. Code 48205), your child will be excused for an absence only when the absence was:

1. Student illness or student medical appointments
2. Attending a funeral service for immediate family, 1 day in state, 3 for out of state
3. Appearance in court
4. Religious Reasons, including attending a religious retreat.

### Truant

Truancy is defined as missing more than 18 periods in a school year without a valid excuse. Additionally, a student who has an unexcused tardy of thirty minutes or more to a class will be considered truant from that class. Students truant from class/school will be assigned Saturday School or another consequence at the administration's discretion.

Habitual truancy will result in a student being referred to the Truancy Intervention and Parent Accountability Program implemented by the Santa Barbara County District Attorney's office. The following steps will occur:

1. Receive a letter from the school advising parents of truant children, the number of absences, and parent obligations under the Education Code.
2. Attend an informational group meeting, held afterschool, focusing on the purpose and steps of the Truancy Program and how to improve attendance.
3. Attend an individualized meeting at the school with the parent, child and administrator to identify solutions to improving the child's attendance. A contract will be completed at this meeting regarding specific required steps to be taken by the parent and student.
4. Attend a School Attendance Review Board (SARB) meeting at the LUSD office, where families may be referred to the Santa Barbara County District Attorney for prosecution.

### Tardy Policy

Our focus at LVMS is learning. In order to maximize learning, students must arrive to class on time. Students who

arrive late may not enter class with food or beverage. Consequences will be provided at the administration's discretion.

### Short Term Independent Study

Independent Study requests can be made for 5-10 day absences. A request must be filed and signed by the parent, student and principal/assistant principal 5 days prior to the absence. All assignments are due to teachers by a specific due date (the date of return to school). Late work will not be accepted. In accordance with state laws, all pupils shall attend school for the full time it is in session. State Education Codes do not allow family vacations as excused absences, they must be recorded as "unexcused" and teachers are given the option of allowing make-up work. A pupil who is absent for vacation reasons should be aware that the school will not guarantee that she/he will receive full credit. Families that are considering a trip during the school term must receive clearance from the principal at least 5 days prior to leaving and before they contact the pupil's teachers.

### CA Common Core Assessments

Due to the seriousness and importance of the Common Core Assessments, students are not permitted to take field trips or independent study during this time. Parents are encouraged to avoid signing students out early during state testing days. Testing takes near the end of the Spring Semester Please check the calendar for specific dates.

### Health Office

If you are sick and need to go home, report with a pass to the health office. **DO NOT CALL HOME USING YOUR PERSONAL CELL PHONE FOR YOUR PARENT TO PICK YOU UP.** The Nurse or Office will contact your home.

**If you are to take over the counter or prescription medicine at school, you must get a Medication Permission Form filled out by your doctor and signed by your parent.** This, and the medication in the original container, must be brought into the nurse. Students must never take medication on their own.

### Visitors

Children, school-age relatives and visitors are not permitted at anytime. However, parents and other adults are welcome to visit classes in session any day as long as a 24 hour notice is given. **As per Ed. Code 49091.10 – upon written request by the parent, school officials shall arrange for classroom visits in a reasonable time frame (24 hours)**

**and in accordance with procedures determined by the governing board.** \*\*When visitors arrive, they must sign in to the Administrative Office for a visitor's badge. Parents/grandparents are welcome on Parent/Student Lunch days.

### **Agenda Book**

Each student will be given an Agenda Book at the beginning of the school year. Students are expected to bring this to each class each day.

### **Personal Items**

The school does not assume liability for the theft, loss or damage of any device/item or its misuse by another person, which includes cell phones. Leave personal items of value at home.

Be careful. **Do not share passwords, locker combinations, ID cards or lunch cards.**

The administration and staff reserve the right to confiscate any item deemed inappropriate for school or disruptive to the learning environment. Parents may be required to pick up the item.

### **Textbook Office**

Students are responsible for all textbooks that are checked out to them. All textbooks are checked out by serial number. Students will only be given credit for return of the textbook that was issued to them. Students will be charged for any damage done to the book that was assigned to them. Failure to return a textbook or replacement of a lost textbook will result in placement on the debt list and possible exclusion from school activities.

### **LVMS Library**

Students must have an I.D. card to check out a library book. An I.D. card is issued to each student at the beginning of the school year at no charge. Replacement cards can be purchased in the office for a nominal fee.

Students will be responsible for lost or overdue library fees. Debts that are unpaid may result in loss of privileges for school activities. Debts are forwarded to the high school.

## **Physical Education**

All students are to dress daily in PE clothing, socks and appropriate athletic shoes. Shirts are to be tucked into shorts or sweat pants. Sweat suits are not required but may be worn with the instructor's permission. The purchasing of PE uniforms is recommended. In the event of a financial hardship, see your PE instructor or counselor regarding alternative PE clothing.

**P.E. Excuses:** Parents may request their child be excused from P.E. for one or two days if the child has just been ill or has a minor injury. A doctor's note is required for P.E. excuses lasting three or more days. **All parents' and/or doctor's notes should be taken to the nurse before school.** Students may be asked to observe class in uniform so that they can hear the class lesson.

**P.E. lockers** are to be used by students during their P.E. period only. Students are not to share their locker combinations with anyone. No books, backpacks, etc. are to be stored there. Teachers will not give passes to students to return to P.E. for materials left in the P.E. area. Lockers should **always** be closed and locked before leaving the locker room.

## **Counseling Office**

Your counselor is a resource person for you, your parents, and teachers. Counselors help with any school and/or personal problem. You are assigned to a counselor when you enroll, but you may always see any counselor you wish. To see your counselor, fill out a request card in the office during your free time, not class time. Your counselor will send for you as soon as possible, usually within a day. Schedule changes will be made the first two weeks of the semester. After that a meeting is required with the parent, teacher and counselor.



# Falcon Four School-Wide Expectations

Expectation	Classroom	Hallways	Patio/Fields	Restrooms	In the Community
<b>We come to learn</b>	Use SLANT Be responsible for your own learning Be prepared	Get to class on time Walk quietly	Fuel your body with healthy foods and drinks	Do your business and get to class	Appreciate ideas and differences of others
<b>We aspire to grow</b>	Have an open mindset Stick with it, even when it's hard Challenge yourself	Positively acknowledge others	Participate in activities Include your peers	Report problems to an adult	Be open to new experiences and challenges
<b>We show pride</b>	Make wise choices Follow classroom rules Be honest and accept your consequences	Keep campus beautiful Walk, stay to the right, and keep moving Hands and feet to self	Wait your turn in line Follow adult instruction Cleanup after yourself	Report messes to an adult Keep it clean, use supplies the way they were meant to be Wash Hands	Respect others' property Positively represent LVMS Show sportsmanship
<b>We show kindness</b>	Treat everyone with kindness and respect When others need help step in Only say it if it is true, kind, school appropriate and necessary	Use school appropriate words Be helpful and safe	Use polite language and appropriate volume Be kind to everyone	Always flush Be quick and considerate Respect privacy	Help others when appropriate Be polite and use good manners

## Cell Phones

**Cell phones must be turned completely off (NOT on silent or vibrate mode) and kept securely in the student's backpack while on campus throughout the instructional day, including lunch time.** If your cell phone is out and in view, even checking to see if it is on/off, it will be taken and turned into the office. A parent/guardian will need to come to the office to pick up the phone. When you enter campus to start your day, make sure that your phone is off and put away.

**\*\*\*PARENTS: IF A TRUE EMERGENCY ARISES, CALL THE OFFICE AND WE WILL PULL YOUR CHILD FROM CLASS TO SPEAK TO YOU.**

**This policy also applies to other personal electronic devices, such as: gaming devices & music players (*iPods & headphones, etc.*).**

# Lompoc Valley Middle School

## Dress Standards

Lompoc Valley Middle School students are expected to dress appropriately, grooming themselves for school in a way that reflects personal pride. Attire should adhere to accepted standards of decency. It should not pose a threat to public or personal safety and should not be disruptive or distracting to classroom activity or other students' behavior.

The following should be helpful in making decisions about what is/is not permissible attire for school:

**Pants:** Must fit in the waist (no sagging or under garments showing) and be worn at the waist. No skin may be exposed above fingertip length.

**Shorts or Skirts:** Hemlines must reach fingertip length when arms are extended down at sides (items should fit at the waist).

**Shirts:** Shirts must not show midriff or cleavage. **No sheer or see-through clothing.** No camisole type tops (spaghetti straps), strapless tops, or off the shoulder tops.

**PE:** Students are expected to dress out in PE uniform daily.

### **The following are NOT permitted on campus or at school sponsored events:**

- 1) Clothing that advertises or depicts alcohol, drugs, tobacco products, weapons, illegal activities, or that contains profanity, offensive or suggestive material
- 2) Hats/hoods/sunglasses/do-rags/gloves are only to be worn outside
- 3) Gang related clothing, including bandanas
- 4) Pajama bottoms or look-a-like pajama bottoms
- 5) Blankets
- 6) Chains or spiked jewelry
- 7) Slippers or house shoes

**Special Note:** Students who are not dressed appropriately will be asked to change into their PE uniform or the clean "loaner" clothes in the office. Defiance of the Dress Code policy will result in the following disciplinary actions:

1<sup>st</sup> Violation – Warning, Change Clothes

2<sup>nd</sup> Violation – Lunch detention

3<sup>rd</sup> Violation – Administrative Detention (30 minutes) – Parents contacted for a change of clothes.

\*Continued infractions will result in further disciplinary actions, to include parent/student conference with administration.

## LVMS Behavior Consequences

The following consequences may be assigned by school administrators for student misbehavior:

**Conflict Mediation:** Student(s) will hold a meeting with trained LVMS Conflict Resolution Managers to collaboratively problem solve and resolve the conflict.

**Noon Restriction:** Student is assigned to a detention room for the entire 30 minutes of their lunch. Failure to show to noon restriction will result in an additional discipline assignment.

**Detention:** Students that need to make up lost classroom time or have violated a school rule may be assigned a morning or after school detention. Failure to attend may result in further disciplinary action.

**Saturday School:** This assignment is used as an alternative to suspension at the discretion of administration; it is also used as a deterrent for truancy. Students that do not show for Saturday School may be suspended for defiance.

**Alternative Classroom (AC):** Alternative placement for students that do not follow classroom/school guidelines, assigned at the discretion of the administration.

**Suspension:** Suspensions from school fall under the guidance of California Education Code.

**Classroom Conduct:** Students will be expected to participate in class activities and complete all class assignments to the best of their ability. LVMS staff receive training in the use of Positive Behavior Intervention and Supports (PBIS). Staff members use this training to develop expectations for appropriate and respectful behavior, which will be shared with students. In addition, teachers and administrators have developed interventions designed to assist students in meeting these expectations. Students will be held accountable for appropriate and respectful behavior. Teachers will work with students, parents and administrators when behavioral expectations are not met.

### Suspension

According to the **California Education Code 48900**, suspension is the removal of a pupil from ongoing instruction. Students will be suspended if it is determined that the student has been involved with one of the following:

(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(a)(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind.

(d) Offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant and then provided a substitute/replica substance.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stolen or attempted to steal school property or private property.

(h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.

(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm.

(n) Committed or attempted to commit a sexual assault or committed a sexual battery.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing.

(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel.

(s) A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

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

(t) A pupil who aids or abets, the infliction or attempted infliction of physical injury to another person.

### Education Code Explanations

**Sexual Harassment (Ed. Code 48900.2)** In addition to the reasons specified in section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

**Hate Crime (Ed. Code 48900.3)** In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233. Am 199

### Gang-Related Material and Behavior Policy

- a. Any article of clothing, paraphernalia, accessories, graffiti, or display, which in the judgment of school officials is gang-related, is prohibited. In making these judgments school officials shall take into consideration information obtained from appropriate community agencies and resources.
- b. Any gang-related gestures, posturing, or other behavior which intimidates, poses a threat to others, causes, attempts to cause, or threatens to cause physical harm to others or which may disrupt the educational process is prohibited.

### “Near Zero” Tolerance

There are “near zero tolerance” offenses listed below for which a principal at his or her own discretion may recommend expulsion. These acts may be committed at school or at a school activity off school grounds:

- 1) Causing serious physical injury to another person, except in self-defense.

- 2) Possession of any knife, explosive, or other dangerous object.
- 3) Unlawful possession of any controlled substance, including drug paraphernalia containing residue.
- 4) Robbery or extortion. (Taking money or possessions from another by using force or intimidation.)
- 5) Assault or battery upon any school employee. (Hitting, pushing, shoving and threatening a teacher or other employee.)

Parents need to emphasize and support LVMS “Zero Tolerance” for weapons and drugs/alcohol. LVMS considers it a mandate to maintain a safe and orderly campus. Schools are not safe for students and staff when weapons and drugs are brought to school. Encourage your son or daughter to report weapons or drug violations to a staff member. All information will be dealt with in strict confidence. By working together – students, staff and parents – we can support a positive learning environment in our school.

### “Zero” Tolerance

The administrators of Lompoc Valley Middle School are required by the law to suspend from school, and **shall recommend** expulsion from the school district for the following four offenses. The Board of Education is required to expel the student on these first four offenses:

- 1) Possessing, selling or otherwise furnishing a firearm. (Having a gun.)
- 2) Brandishing a knife at another person. (Pointing a knife at another person.)
- 3) Unlawfully selling a controlled substance listed. (Selling marijuana or other drugs.) The possession of a controlled substance on a school campus is considered to be a continuing danger to the student or others. If drug paraphernalia contains traces of residue of a controlled substance, the principal may process a recommendation for expulsion from the Lompoc Unified School District.
- 4) Committing or attempting to commit a sexual assault.

### Search

The purpose of this notice is to prevent unintentional violations of student privacy. School personnel may, with reasonable cause, subject a student or his/her assigned locker, backpack,

and other related materials, to a search for tobacco, drugs, and/or weapons without warrants. In an effort to keep the schools free of drugs and other contraband, the district may use specially trained, non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff the air around lockers, desks, bags, items, or vehicles on district property or at district-sponsored events as long as they are not allowed to sniff within the close proximity of any students. Any items that violate school policy will result in disciplinary action and/or police or sheriff notification.

### Ways to Resolve a Conflict

The following personnel resources are available to all students to help resolve conflicts:

- School Counselors
- Conflict Resolution Managers
- School Safety Liaison
- Bilingual Community Liaison
- Community Outreach Coordinator
- Teachers and other staff members
- Administrators

### Bullying and Harassment

Bullying/harassment is defined as a repeated written or verbal comment(s), physical act or gesture that is intended to cause or is perceived as causing distress to one or more students. Some examples of bullying would include, but are not limited to:

- Name calling, making offensive comments about another
- Graphic language, offensive drawings, inappropriate gestures intended to embarrass or degrade another
- Damaging another person's property
- Causing fear of harm to property or physical harm
- Creating a hostile learning environment

The Misuse of technology by posting, sending or forwarding inappropriate messages or images may be considered cyberbullying regardless of whether it is committed on campus or with school technology, if it interferes with a student's safety or learning.

Reporting can be done electronically, via email or our school website (Stop Bullying). Students can tip/report at school through dropping notes in the Situation Boxes found in Library, Rm 2 or in the office. Bullying incidents can be reported through the office on school Incident Forms or by talking to any staff member.

LVMS recognizes that bullying/harassment is a serious issue. In order to inform and educate our students we provide

Classroom Expectation Talks at the start of each semester with the Principal and Assistant Principal, where bullying/harassment are defined and consequences explained. Students are also invited to a variety of smaller group chats to unpack various concerns and ask important clarifying questions.

### Internet Rules

Rules for Internet Etiquette are found in the Information for Parents and Students booklet that is included in the First Day Packets given to each student which the parent(s) and students are asked to review and sign. The rules stress, among other things, - to be polite (never send abusive messages), use appropriate language, no illegal activities and privacy (no student names, addresses or photographic images are to be used on the Internet).

Users are to understand that any violations of the provisions of this policy may result in disciplinary action, the revoking of user privilege, suspension from school, expulsion from the district, and/or appropriate legal action.

### Student Eligibility Requirements

To be eligible to participate in **athletics** or in the **end of year 8<sup>th</sup> grade activities**, students must adhere to the following criteria during the school year (2<sup>nd</sup> semester for 8<sup>th</sup> grade activities):

- Maintain a GPA of 2.0 or above
- No F's
- Clear all outstanding debts
- Students who receive 3 or more days (21 or more periods) of suspension, AC and/or unexcused absences will **not** be eligible

Administration reserves the right to pull any student from any and/or all of these activities at any time.

### Transportation

Students will be permitted to ride bicycles, scooters, skateboards and other forms of transportation as long as they follow these rules:

1. Students shall walk their bicycles/scooters/skateboards while they are on campus.
2. Park and lock your property inside the fenced bike rack as soon as you arrive at school. The bike rack is locked for the day at 8:30 a.m. Students must make arrangements with a teacher for storage of skateboards and scooters before 1<sup>st</sup> period.
3. The school does not assume responsibility for unlocked or left property.



4. If a student needs to leave school during the day with an off campus pass, an office worker will supervise them while they get their bicycle.
5. All students are to follow DMV and Lompoc City bike safety rules (helmets).
6. The only entrance and exit for bicycles on campus is the North gate on Cypress Ave. and South M Street (by Music Bldg.).
7. Students may use their skateboard as transportation only. No stunt shows.

Ignoring any of the above mentioned transportation rules may result in having your bike/scooter/skateboard confiscated until picked up by your parent and/or the loss of privilege of bringing your bike/scooter/skateboard on campus.

### Homework Policy

Homework is a regular requirement for all LVMS students. The benefits of homework depend not only on the teacher who makes the assignment, but also on the conscientious effort of the student and the support of the family and the community. Homework requests will only be given to students out of school for 3 days or more. The office will need at least 24 hours notice to process the request. Teachers reserve the right to have homework made up when the student returns. It is at the teacher's discretion to provide class work for students sent home for disciplinary reasons.

### Awards and Recognition

Throughout the year students are honored for excellence in schoolwork, activities, and citizenship. LVMS holds two **Academic Award Ceremonies** during the year at the end of each semester to highlight students that have improved and/or demonstrated high achievement in their classes.

### Retention and Promotions

The Lompoc Unified School District believes that all students must receive a high quality education. Grade level standards will be used to decide whether or not a student has developed the academic skills expected for progression to the next grade. Students who meet the standards will progress to the next grade. For students who do not meet the standards, help will be arranged as early in the school year as possible.

Parents will be informed about their student's academic standards and any need for remedial instruction. Students who do not meet grade level standards will be considered for remedial instruction.

### Use of School Cameras

There are school cameras in use in a number of locations throughout LVMS. The cameras are intended to be used for supervision and safety purposes. Information obtained via a school camera may also be used in the course of disciplinary procedures.

### Interruption of Instruction

Instructional time is very valuable. The quality of instruction is affected by interruptions.

**Messages:** Requests to deliver messages to students should be done only for emergency situations. Make rainy day plans ahead of time.

**Celebrations:** Items such as flowers, balloons, cake, other party favors, etc. will not be accepted at the school or office. Students that receive the above mentioned items while on campus will be required to turn the items into the office to be picked up at the end of the school day.

Birthday hazing is not permitted. Students that participate in this type of activity will have disciplinary actions.

### Emergency Procedures

Emergency Care Cards will be used to contact parents and guardians. It is the parent's responsibility to keep information up-to-date.

LVMS staff and students participate in regular emergency drills in order to train and be prepared for an actual emergency. Teachers will provide instructions concerning procedures for both drills and actual emergencies at the beginning of each school year.

**Fire Drills:** The signal is a series of bells. Students are evacuated to the fields during this drill. Evacuation maps are posted in each room.

**Earthquake Drills:** This drill is part of a statewide coordination with other schools and government organizations. This drill usually takes place during the Fall semester.

**Lockdown Drill:** The Administration conducts lockdown drills in order to prepare students and staff should the need arise to put the school into a lockdown mode. These drills are usually conducted in coordination with the School Resource Officer and the Lompoc Police Department. While the school is in lockdown, the phones are not answered.

