

LeyVa Middle School



A California Gold Ribbon School

Our Vision

LeyVa Middle School will be the model for excellence in academics, athletics, and social emotional supports.

Our Mission

Students will be inspired to reach their full academic and social potential. We will use the strengths of each individual to build an inclusive and collaborative school campus for students, parents, and staff.



leyva.eesd.org



Main Office 408-270-4992

Attendance 408-270-6710



@LeyVaBulldogs



facebook.com/
LeyVaBulldogs



1865 Monrovia Drive
San Jose, CA 95122



Student Handbook Bulldog Pathways

2021-2022



Evergreen
School District

LeyVa Middle School



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Student Handbook Bulldog Tech

2021-2022



Evergreen
School District



Submit any questions at
LeyVa.eesd.org/AskLeyVa

Bulldog Pathways

Regular Schedule - Monday to Friday

8:00	Warning Bell
8:05	Advisory
8:28	Period 1
9:16	Passing
9:20	Period 2
10:08	Break
10:22	Period 3
11:10	Passing
11:14	Period 4
12:02	Lunch
12:37	Period 5
1:25	Passing
1:29	Period 6
2:17	Dismissal

Minimum Day Schedule* - Select dates below

8:00	Warning Bell
8:05	Period 1
8:46	Passing
8:50	Period 2
9:26	Break
9:30	Period 3
10:06	Passing
10:16	Period 4
10:52	Passing
10:56	Period 5
11:32	Lunch
11:48	Period 6
12:24	Dismissal

Bulldog Tech

Regular Schedule - Monday to Friday

8:00	Warning Bell
8:05	Block 1
9:18	Break/Passing
9:27	Block 2
10:40	Break/Passing
10:49	Block 3
12:02	Lunch
12:37	Period 5 Connections or PE
1:25	Passing
1:29	Period 6 Connections or PE
2:17	Dismissal

Minimum Day Schedule* - Select dates below

8:00	Warning Bell
8:05	Block 1
8:54	Break
9:04	Block 2
9:53	Break
10:03	Block 3
10:52	Passing
10:56	Period 5 Connections or PE
11:32	Lunch
11:48	Period 6 Connections or PE
12:24	Dismissal

LeyVa Middle School does **NOT** have weekly minimum days. The following days (mostly Thursdays) are the only scheduled minimum days:

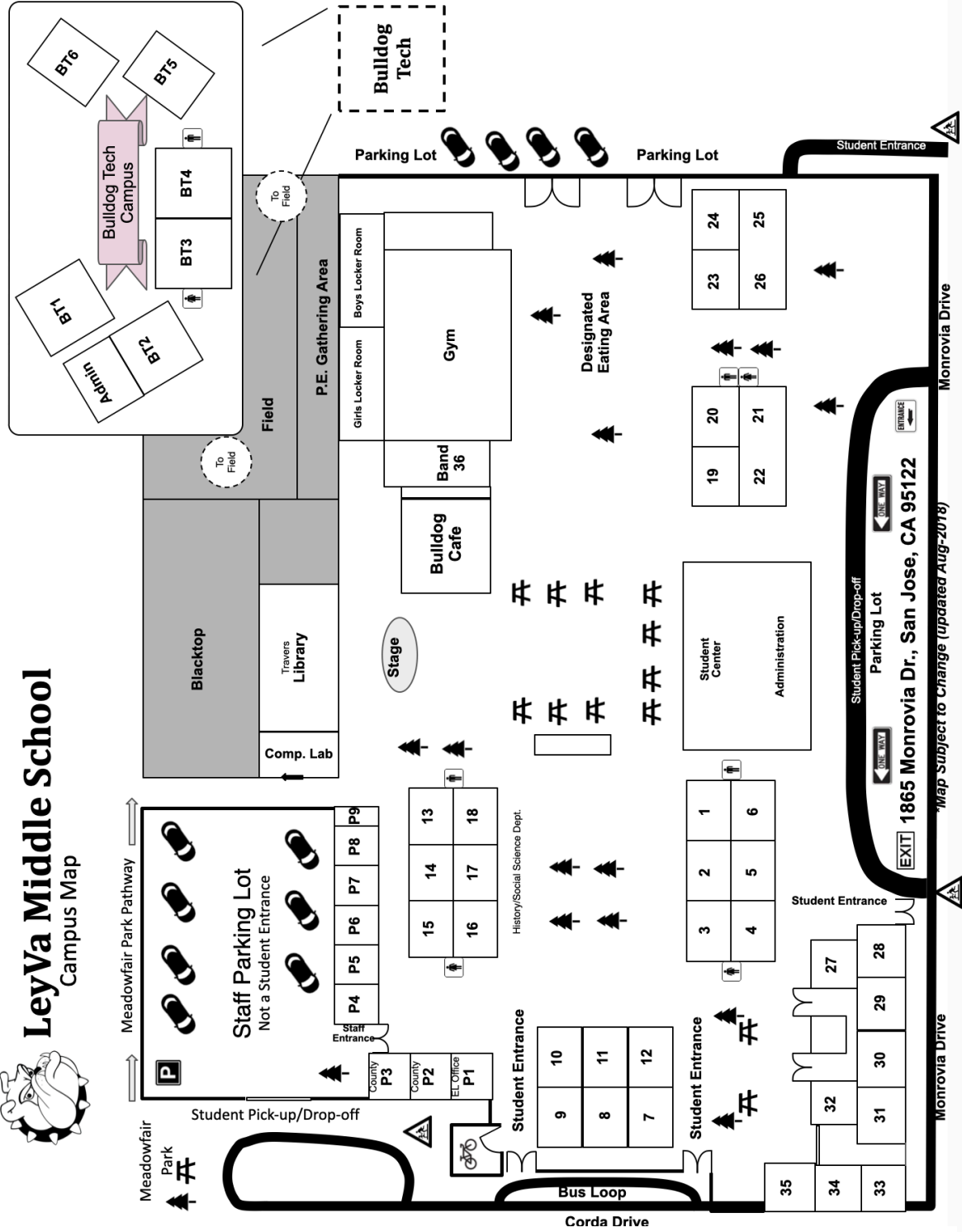
- September 9, 2021
- November 16, 2021
- November 18, 2021
- December 9, 2021
- December 17, 2021
- January 13, 2022
- January 21, 2022
- February 10, 2022
- March 10, 2022
- April 14, 2022
- June 8, 2022
- June 9, 2022



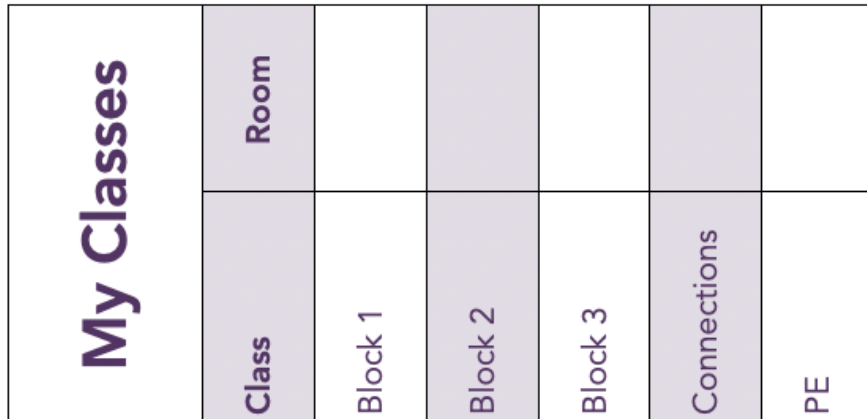
LeyVa Middle School Map



LeyVa Middle School Campus Map



My Classes	
Class	Room
Advisory	
Period 1	
Period 2	
Period 3	
Period 4	
Period 5	
Period 6	





State and District Policies

California Law

Every student shall attend school punctually and regularly, follow school rules, obey all directions of the staff, work diligently, behave appropriately, and respect those in authority. (CA Administrative Code 300).

1. Those students who continue to defy school authority by word or act, or who commit an obscene act or engage in habitual profanity, are subject to disciplinary action (Ed. Code 48900).
2. Students who possess, sell, or otherwise furnish any firearm, knife, explosive, or other dangerous object, shall be subject to suspension and expulsion from school and district, and the items will be confiscated (CA Administrative Code 300, Penal Code 653k, Penal Code 62610).
3. There shall be no smoking or possession of tobacco, tobacco product, or electronic cigarette (or similar product) on school grounds or during any school activity (Ed. Code 48900).
4. The use, possession or being under the influence of any controlled substance, intoxicant, or alcoholic beverage on school grounds or any school sponsored activity is strictly prohibited. Violators will be suspended from school and subject to referral to the appropriate law enforcement agency (Ed. Code 48900, CA Administrative Code 301).
5. Any student who destroys or in any way injures public or private property such as books, lockers, buildings, buses, or other equipment may face suspension or expulsion, and the parent or guardian shall be held financially liable.
6. Any student who steals, or attempts to steal school or personal property, or commits any unlawful act on school buses, school grounds, or on the way to and from school shall be subject to suspension, expulsion and referral to the appropriate law enforcement agency.

Sexual Harassment

Sexual harassment means "any unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of a sexual nature made by someone in the educational setting." This conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or creates an intimidating, hostile, or offensive educational environment.

Violators will face disciplinary actions which may include suspension or expulsion from school and subject to referral to the appropriate law enforcement agency.

A student who believes he/she is a victim of sexual harassment is to report such harassment to a teacher, administrator, or other adult authority on campus.

(Federal and CA State Law)

7. Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct, except when that the pupil's presence causes a danger to persons (Ed. Code 48900.5). Examples of "Other means of correction" include:
 - Restorative Practices
 - Community Service
 - Reflection
 - Conference
 - After-school Programs
 - Positive Support Approach

District Policies

The Evergreen School District provides the following written policies for students and families yearly:

- Student Use of Technology
- Acceptable Use of Technology
- Student Substance Abuse
- Notice of Uniform Complaint
- Williams Uniform Complaint
- Student Non-Discrimination
- Student Sexual Harassment
- Protection of Pupil Rights Annual Notice to Parents
- PPRA Annual Notice of Student Education Record Privacy

The Parent Handbook is sent home at the beginning of the year and is available on the district website.



www.eesd.org

Textbook and Library Books

Students are responsible for the use and care of all textbooks issued to them. They are also responsible for any library books they check out. Students and their parents/guardians are financially responsible for lost or damaged books (Ed. Code 48904). Please be aware of this and take care of them appropriately. Library books should be returned on or before the due dates.

Search and Seizure

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or school. The types of student property that may be searched by school officials include, but are not limited to lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices. (Ed Code 49050, BP/AR 5145.12)

Uniform Complaint Procedure

The Evergreen School District shall investigate and seek to resolve complaints at the local level. The district follows uniform procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in programs for consolidated categorical aid, migrant education, child nutrition, special education, adult basic education, vocational education, and child care & development. Contact the Superintendent or designee, if you have a question concerning noncompliance on any of the programs listed. After receiving the district's decision regarding a complaint, appeal procedures are available to the California Department of Education. Complainants may use any civil law remedies that may be available. (BP/AR 1312.3)

Gender Equity Policy

LeyVa Middle School makes every effort to ensure gender equity. All facilities, classes, awards, and extracurricular activities are made available and are open to all LeyVa students. Our physical education program is co-educational. Students are encouraged to join clubs, and to participate in school wide activities without regard to gender.

Attendance



Attendance

It is the responsibility of the parents/guardians to make sure students attend school daily ([Education Code 48200](#)). Students who miss more than the allotted absences or tardies from school will receive official notices of truancy ([Education Code 48260](#)). This process can lead to our district's Student Attendance Review Board (SARB) ([Education Code 48263](#)) and ultimately, the Santa Clara County District Attorney's Office for review and prosecution ([Education Code 48264](#) and [48293](#) and [Penal Code 270.1](#)).

Tardies

Tardies to School

A student is defined late to school if he/she is not in his/her seat when the late bell rings at 8:05 am. No exception.

In an effort to eliminate tardies to school, an immediate consequence system is used:

- A tardy to first period results in the student staying after school on that same day. The *Come Late, Stay Late* policy is described on the next page.
- Tardies to class throughout the day may lead to detention and/or exclusion from certain student activities.

Students are responsible for serving their assigned consequences.

Tardies and Citizenship

Teachers have the discretion to assign classroom citizenship grades when tardies affect academics - "N" (needs improvement) or "U" (unsatisfactory).

Truancy and Chronic Absenteeism

Truancy - "Education Code Section 48260

(a) A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district."

Chronic Absenteeism "A student is considered a chronic absentee if he or she is absent 10 percent of the days they were enrolled in a school. Chronic absence is different from truancy which counts only unexcused absences and indicates a violation of California's compulsory attendance laws. Average Daily Attendance (ADA) is the average number of students who attend school each day and is used for state funding purposes."

Daily attendance and participation in class is important for the success of each student. Students need to be on time to all classes and ready to learn to maximize learning and instructional time.

Attendance



Excused Absences and Tardies Examples*

1. Illness
2. Serious illness or death in the immediate family
3. Medical or dental appointments
4. Religious holiday observances



Unexcused Absences and Tardies Examples

1. Missing the bus, car breaks down, traffic delays, or difficulties with car pool
2. Trips or vacations
3. Family outings, babysitting, etc.
4. Overslept

***Excessive absences, excused and unexcused, are tallied up to determine chronic absenteeism (more than 10% of the school year missed).**

Absences and Re-Admit Slips

Students who are absent from school for any part of the school day must report to the Student Center or Bulldog Tech office to pick up a re-admit slip upon return.

Re-Admit slips must be picked up **before** a student returns to class.

The Student Center and Bulldog Tech offices open at 7:40 a.m. each morning and close at 3:00 pm.

If a student picks up a re-admit slip late, he/she will be marked late for the class period in which the re-admit slip has been issued.

Parents/guardians should call the attendance number (408-270-6710) to report the reason for the absence; however, this does not excuse the student from picking up the Re-Admit Slip for his/her absence.

Questions can be directed to Attendance Clerk in the Student Center.

RE-ADMIT SLIP

last name _____ first name _____

date _____ ID # _____ 6th period teacher _____

CALL NO NOTE	MOM. DAD GUARDIAN	
ILL DR. DDS	TARDY. EX. UNEX.	DAYS
TRUANT (incl. TARDY +30)	SUSP.	
TARDY/MISSED: PER./BLOCK.	1 2 3 4 5 6	

AUG.	SEP.	OCT.	NOV.	DEC.	JAN.
FEB.	MAR.	APR.	MAY	JUN.	
1 2 3 4 5 6 7 8 9 10	11 12 13 14 15 16 17 18 19 20	21 22 23 24 25 26 27 28 29 30	31		

Total days _____



Attendance Line

408-270-6710

Come Late, Stay Late Policy

When any student is late for school beyond the three allowed annually, he or she will be required to report to the Student Center after school on that same day (ending at 2:45pm). The time will be used to complete missing work, improve grades, and develop a plan to improve attendance. Be on time everyday.



Health Office

All medication taken by students during the school day must be kept in the Health Office with the appropriate documentation. This documentation includes permission by a doctor and/or parent or guardian accompanying the item(s).

For confidentiality, health and safety reasons, the Health Office is **ONLY** for students who are ill or injured

Contact the Health Aide with questions.

Safety Plan and Emergency Procedures

Our school has a comprehensive safety plan in compliance with Educational Code Section 32280.

Additionally, we have an emergency plan in the event of an earthquake, fire, intruder on campus, evacuation, etc.

Drills are held monthly in preparation of an actual emergency.

Public Health Guidelines

LeyVa Middle School and the Evergreen School District follow all health and safety guidelines of the Santa Clara County Public Health Department, the California State Department of Education, and other district recommendations. This includes, but is not limited to, wearing a protective mask, hand washing, or other health safety procedures.

Safety Expectations

During the School Day

Students are required to remain on campus during the entire school day. If a student needs to leave early, the student must be signed out of the front office by a parent or designee listed as an emergency contact. Leaving campus will result in an after school detention, Friday School, and/or loss of privileges.

After School

Students must leave campus **immediately** after school unless they are involved in a school-sponsored activity and under the supervision of a staff member. Failure to do so will result in detention or loss of privileges.



Breakfast and Lunch Procedures

The Bulldog Café makes purchasing breakfast and lunch at school quick and efficient. The food is prepared on site, which makes it tasty, fresh, and nutritious.


School meals and other items are available daily:

- Breakfast ~~\$2.00 (full price)~~
FREE FOR ALL STUDENTS
- Lunch ~~\$ 3.50 (full price)~~
FREE FOR ALL STUDENTS
- A la carte items are also available: milk, water, chocolate chip cookies (\$0.75) and drinks (\$1.50).



While lunches are free for 2021, we ask that you please complete the school lunch application.  eesd.org > Child Nutrition Services

Lunch menus can be found on the school website.  leyva.eesd.org

Students have the ability to charge their a la carte items to their account.  www.myschoolbucks.com

Students must eat breakfast and lunch in the designated eating areas for supervision and clean up purposes.

For safety reasons, parents and/or visitors **ARE NOT** allowed to eat with students in the parking lot during break and/or lunchtime.

Due to food allergies, child nutrition guidelines, and dietary restrictions, you can only provide food for your own child.

No off-campus food of any kind may be brought on campus to share with students in class. This includes orders from food delivery services.

Celebratory Items

Celebratory items are not permitted. Items such as balloons, flowers, and gifts should be left off campus, during school hours. These items create distractions to the learning environment.

Additionally, food items such as cupcakes, pizzas, cakes, etc., are **NOT** allowed. This includes both home baked/prepared goods and purchased goods.



Behavior Expectations



Behavior Belief

Our goal in creating and maintaining behavior standards is to provide a safe and positive learning environment for our students, in person and virtually, by emphasizing the positive opportunities to be recognized, get involved, and feel a strong sense of belonging.

- We want everyone, students and staff, to be emotionally and physically safe.
- We need students engaged in learning, as much as possible.
- We believe building strong relationships are a key to the problem solving and the restorative process.
- We believe all those involved in any incident deserve to be heard.
- We believe that whenever possible, everyone should have the opportunity to make things right and rebuild trust and relationships.

Rewards and activities play a role in creating a positive school climate. These include, but are not limited to, Bulldog Bravos, spirit competitions, dances, assemblies, special awards and recognition, field trips, community and school events, virtual events and more.

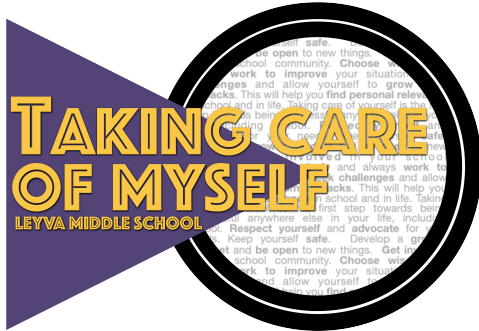
Positive Behavioral Interventions and Supports (PBIS)

PBIS is a school-wide approach that includes five quality characteristics to enhance school climate:

1. Promote positive behavioral expectations:
2. Teach behavior expectations by modeling what is expected.
3. Reinforce positive behaviors with rewards and praise.
4. Implement consistent consequences for inappropriate behaviors.
5. Utilize restorative practices to support repairing harm for victims, building empathy, and reducing reoccurrence of problems and conflicts.

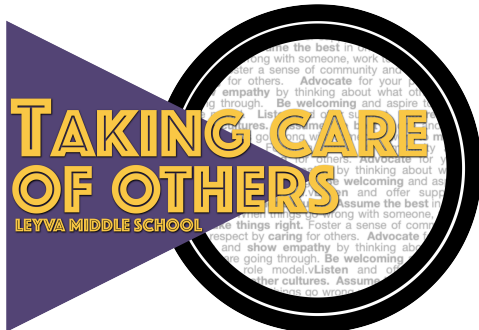


LeyVa Bulldogs **take care**. They take care of **themselves**, take care of **others**, and take care of **business**.



Taking care of yourself is the first step towards being successful anywhere else in your life, including school. **Respect yourself and advocate** for your needs. Keep yourself **safe**.

Develop a **growth mindset** and **be open** to new things. **Get involved** in your school community. **Choose wisely** and always **work to improve** your situation. **Seek challenges** and allow yourself to **grow from setbacks**. This will help you **find personal relevance** in school and in life.



Foster a sense of community and respect by **caring** for others. **Advocate** for your peers and **show empathy** by thinking about what others are going through. **Be welcoming** and aspire to be a role model. **Listen** and offer support. **Appreciate other cultures. Assume the best** in one another. When things go wrong with someone, work to **make things right**.



School is your job. It is up to you to **advocate** for your learning. **Take ownership** in what you do. **Problem solve** and **invest** in your work. **Manage your time** by being in class before it starts and being where you are supposed to be throughout the school day. **Be self-directive** and **don't give up**. Be **productive** and **engaged**. Follow the protocol and expectations of the area you are in and **respect your school**.

Expectation Matrix

	Take Care of Yourself	Take Care of Others	Take Care of Business
Quad	<ul style="list-style-type: none"> Walk Take care of personal needs at the appropriate time 	<ul style="list-style-type: none"> Use appropriate language Only eat in the designated areas Communicate respectfully 	<ul style="list-style-type: none"> Leave your area looking better than you found it Use technology only with permission
Student Center	<ul style="list-style-type: none"> Be there for a reason Have a pass during class time Enter through the Student Center door 	<ul style="list-style-type: none"> Use appropriate language Speak in a quiet voice Prepare to make things right if things are going wrong 	<ul style="list-style-type: none"> Stay where you are assigned Get permission for technology use Wait patiently Follow staff requests
Arrival / Dismissal	<ul style="list-style-type: none"> Use crosswalks or safe corners for crossing Look for traffic 	<ul style="list-style-type: none"> Use appropriate language Touch only your belongings Communicate respectfully 	<ul style="list-style-type: none"> Go to class when the bell rings Leave campus after school if you do not have a reason to be there
Bulldog Cafe	<ul style="list-style-type: none"> Walk Form a single file line Wait patiently in line 	<ul style="list-style-type: none"> Use appropriate language Interact with staff and students respectfully 	<ul style="list-style-type: none"> Have your money or ID number ready to go Get food quickly and exit the cafe
Bathrooms	<ul style="list-style-type: none"> Use the restroom for its intended purpose Wash your hands 	<ul style="list-style-type: none"> Respect privacy Speak in a quiet voice One person per stall 	<ul style="list-style-type: none"> Flush the toilet Put trash in the trash can Avoid loitering Use during break/ passing/ lunch
Online/Remote Spaces	<ul style="list-style-type: none"> Follow all regular classroom rules Use technology appropriately Keep login, passwords, and private information private 	<ul style="list-style-type: none"> Always THINK before posting a comment. (Is it <u>T</u>True, is it <u>H</u>Helpful, is it <u>I</u>Inspiring, is it <u>N</u>Necessary, is it <u>K</u>Kind?) Cameras on Be respectful and kind 	<ul style="list-style-type: none"> Press the mute button on your video platform. Only unmute when sharing your thoughts. Use language and vocabulary as you would in a physical classroom.

Bulldog Pathways: Expectation by period

	Taking care of Self	Taking Care of Others	Taking Care of Business
Classroom	<ul style="list-style-type: none"> Care about your work and engage fully in the learning Always try to improve Avoid excuses and take responsibility 	<ul style="list-style-type: none"> Help each other Listen to other students Avoid distracting others 	<ul style="list-style-type: none"> Come on time, prepared with all materials Work hard and be productive Use technology respectfully, and only with permission
Advisory			
Period 1			
Period 2			
Period 3			
Period 4			
Period 5			
Period 6			

Bulldog Tech: Expectation by block

	Taking care of Self	Taking Care of Others	Taking Care of Business
Classroom	<ul style="list-style-type: none"> Care about your work and engage fully in the learning Always try to improve Avoid excuses and take responsibility 	<ul style="list-style-type: none"> Help each other Listen to other students Avoid distracting others 	<ul style="list-style-type: none"> Come on time, prepared with all materials Work hard and be productive Use technology respectfully, and only with permission
Advisory			
Block 1			
Block 2			
Block 3			
Connections			
PE			

Policies

Distractive Items

Video games, Sharpies, toys, or other items that are disruptive to school activities, dangerous, or potentially damaging to school property, are not allowed at school or at school-sponsored functions. Items will be confiscated and must be picked up by the student or parent from an assistant principal.

Dangerous Items

Matches, lighters, fireworks, power-laser pointers, permanent markers, spray bottles and spray paint are not allowed at school. Items will be confiscated.

Fighting

All forms of fighting, or conspiracies to fight, are strictly prohibited and will result in consequences that may include suspension or expulsion. Students who "arrange" for other students to fight will also face severe disciplinary action. Recording, sharing, and/or posting of a video/pictures of a fight will result in disciplinary action and possible law enforcement involvement. This includes walking to and from school.

Bullying

Bullying behaviors which include physical, written, verbal, and electronic, with the intent to harass, sexually harass, threaten, intimidate, cyberbully, or cause bodily or psychological harm, are not allowed. All incidents should be reported immediately to an adult on campus or by completing the online form at:



leyva.eesd.org/bulldoghelp

Social Media

Any item published on social media having negative effects on our school climate will be handled by school administrators and/or law enforcement agencies, if necessary. This includes negative activity done at home. Posting on, making comments, or accessing any social platforms during the school day is not allowed and violations of any kind will result in disciplinary action.

Unauthorized Sales

Students are not allowed to sell any unauthorized items or collect money on campus. This includes fundraisers for other schools and organizations.

The violation of these policies will result in disciplinary action that may include detention, removal from activities, suspension, or other serious consequences.

Policies

Public Displays of Affection (PDAs)

Students are not allowed to hold hands or kiss at school during school activities at LeyVa, on another school campus, or on the way to or from school. Behavior like this is not appropriate for school. Parents will be contacted and disciplinary action will result.

Group Behavior

The administrative team reserves the right to forbid large groups of students from walking around during break, lunch, before school, or after school when that group is perceived as intimidating or any members of the that group have caused an unsafe school environment.

Cell Phones

Students are allowed to have cell phones; however, they must be turned off and put away during the school day when the warning bell rings (8:00 a.m.). Students *cannot* make calls or text using their personal cell phones during the school day, unless doing so with permission of a staff member. This includes passing periods, break, and lunch.

All devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose, as determined by a staff member.

Devices will be confiscated and parent/guardians contacted when a student uses any prohibited device, uses a permitted device in any unethical or illegal activity, or is found to have non-school appropriate or explicit content on any device.

Headphones/earbuds

Earbuds/headphones are allowed at school, but must be put away, unless given permission to use by a staff member. If a teacher allows the use in class, they must be put away when leaving that class. Items out without permission will be confiscated.

Bicycles

Bicycles must be locked in the bike racks on campus. Once on campus bicycles should be walked to ensure the safety of others.

Skateboards/Scooters

Skateboard and scooters must be carried while on campus. Before the 8:00 am warning bell, bring the skateboard or scooter to the Student Center. They can be picked up after school ends.

LeyVa Middle School cannot take responsibility for any lost, stolen, or damaged devices/items brought to school.

Policies

Dress Code

Appropriate and modest attire is expected at school. Students should be comfortable without distraction.

- Undergarments should not be showing under any circumstances. If clothing is not worn correctly, it must be corrected or parents will be contacted.
- Hats or hoods are allowed IF worn appropriately on campus, but are subject to individual classroom policies. Face and ears must be visible to school staff.
- **NO** profane, vulgar, sexually suggestive, violent, drug, alcohol, tobacco or gang related clothing are allowed. This includes clothing or accessories that are predominately **red** or **blue**.
- Items such as backpacks, belts, and belt buckles will also be monitored. Inappropriate words, designs, or anything causing a distraction may be confiscated and could lead to disciplinary action.

The school administration reserves the right to individually forbid a student from wearing any attire, logos, symbols, or insignias including excessive clothing color, that is determined to create a hostile environment or distracts from learning.

As fashion trends change, the dress code policy is subject to revision. Policy changes will be shared through school communication methods to staff, students, and parents.

Classrooms

Each classroom teacher is allowed to set guidelines and policies for his or her individual classroom. Violations of these policies may result in assigned detention or other consequences.

Consequences

Any student who does not comply with California laws, school policies, or school/classroom rules concerning behavior is subject to the following:

- Teacher contact parent/guardian
- Loss of break time or school activity
- Restorative assignments
- After school or lunchtime detention
- Conference with assistant principal or other staff
- Parent(s) supervision of child at school
- Parent/student/teacher/assistant principal conference
- Community service
- Friday school detention (until 4:15)
- Supervised suspension (at school)
- Out-of-School Suspension (1 - 5 days)
- Loss of one or more end-of-the-year or promotion activities
- Expulsion from school and/or the Evergreen School District

Types of Detention

- **Lunch Detention**- Student assigned to the Student Center during the lunch period. Lunch will be eaten in the Student Center during this time. Students should arrive at the start of lunch.
- **After School Detention**- This is a one hour period (2:20p.m. - 3:20p.m.) on specified days. Classroom teachers may also assign detention on other days and times.
- **Friday School** - This is a two hours (until 4:15pm) on select Fridays for more severe situations.

Students must arrive on time and make arrangements to be picked up for after school detentions promptly at the end. Detention forms are sent home with students, and he/she is responsible for getting parents signature. Students need to bring class work to complete and/or a book to read. During detention students must work quietly. Personal needs such as eating, drinking and using the restroom should be taken care of before entering the after school detention. Failure to attend/complete any detention will result in further disciplinary action.

Online Learning

Guidelines for Remote Meetings

- Students should inform their parents when they are entering a video conference with their teacher or class.
- Please find a quiet place where you can hear everyone and background noise will not interfere with your learning.
- Please dress appropriately for a typical school environment.
- Please use language & vocabulary as you would in a traditional classroom.
- Avoid any side conversations with classmates.
- Press the mute button on your video platform so that you can hear everyone better. Only unmute when sharing your thoughts.
- Keep your camera on when entering a meeting.

Remote Meeting Norms & Expectations

Much like in our physical classrooms, staff and students develop *Norms and Expectations* for remote spaces. In this way, students will be clear on what is expected and how to succeed in class. Please discuss proper online etiquette before your child joins the remote meetings. This includes expectations about cameras, microphones, and appropriate attire as defined in this handbook.

Virtual meeting - Zoom, Google Meet, etc

Virtual meetings may be recorded to ensure students who miss the synchronous meeting can review the lesson(s) on their own. The recordings will be protected and only shared with students, parent(s)/guardian(s) of students, and/or district personnel with a legitimate educational interest.

Recommendations:

- Prepare a quiet and neutral area for students to engage in the meeting (i.e. dining room table).
- Ensure student is dressed appropriately during the meeting
- Ensure student understands ALL their behavior may be recorded and they can be removed from room
- Review district Technology Acceptable/Responsible Use Policy for acceptable behavior and consequences
Prepare you and your students for online ethical behavior by reviewing [Raising Digital Citizens](#)
- Evergreen School District utilizes Google Hangout and Zoom as our primary video conferencing tools.

Education Code section 51512 makes it **unlawful** to use a listening or recording device in any classroom without the prior consent of the teacher and/or principal. It is unlawful to record online instruction without the consent of all parties.



Grade Reporting

In middle school, the academic year is divided into four quarters:

- In the middle of each quarter, progress reports are mailed home.
- At the end of each quarter, report cards are mailed home.

Quarter	Progress Report <i>mailed home</i>	Quarter End Date	Report Cards <i>mailed home</i>
First	September 24	October 22	October 29
Second	December 10	January 21	January 28
Third	March 11	April 1	April 8
Fourth	May 20	June 9	June 17

Conferences

- Parent and Teacher conferences (**Bulldog Pathways**) and Student-led Conferences (**Bulldog Tech**) take place in November. All parents are expected to attend student-led conferences.
- Additionally, **Bulldog Tech** parents are expected to attend project exhibitions and the end-of-the-year Presentation of Learning (P.O.L).

Honor Roll

Honor Roll is designed to recognize students for academic excellence. Gold and Silver Honor Roll is awarded (see guidelines).

Recognition assemblies, reward assemblies, and Honors Nights are held during the year to give special recognition to students for academic achievement.

Computing GPA:

Add all of the individual letter grade point values for each class and divide by the number of classes. Point value is as follows:

A = 4 points D = 1 point
B = 3 points F = 0 points
C = 2 points

Recognition Guidelines

Level	Gold Honor Roll	Silver Honor Roll
<input checked="" type="checkbox"/> Qualifying Grades	3.5 GPA Only grades of A or B	3.0 GPA Grades of A and B or may have one grade of C or C+
<input checked="" type="checkbox"/> Qualifying Citizenship	Marks of O or S only	Marks of O or S only
<input type="checkbox"/> Disqualification	Any C, D, F, N, or U in citizenship/behavior.	More than one C or C+, any D, F, N, or U in citizenship/behavior.

Top Academic Honor

Valedictorian and Salutatorian are the ultimate academic honor. Two students from our main campus and two from the Bulldog Tech campus will be honored at our ceremony in June.

Determination of valedictorian for the 8th grade class will be calculated using the following criteria:

- Maintained top grades for both 7th and 8th grades
- Received "O" or "S" on all Citizenship Marks
- Other criteria will be reviewed to make the final determination of the top two students; i.e., test scores, benchmark assessments, end of year assessments, final examinations, citizenship, discipline records, and staff input.

Special Academic Awards

Each year we award special honors to our top academic students at our Annual Honors Night. Students who received "O" or "S" on all Citizenship Marks and meet the following criteria, qualify for each award.

The **Superintendent's Award** is given to 7th and 8th graders who maintain a 4.0 GPA throughout the academic year.

The **Principal's Award** is given to 7th and 8th graders who maintain a 3.8 GPA throughout the academic year.

The **President's Award** is given to 8th Grade students who maintain a 3.5 GPA throughout the academic year.

Academic Honesty

The expectation at LeyVa is academic honesty and integrity. Academic dishonesty (a.k.a. cheating) includes, but is not limited to, copying someone else's work, or supplying one's work to another for the same purpose. Additionally, plagiarism or using unauthorized materials is not allowed.



Eighth Grade Promotion Privilege

The 8th grade promotion is a celebration of your child's accomplishments and marks the important transition to high school. This, however, is a privilege. Students may lose the privilege of participating in the promotion ceremony and other 8th grade grade activities/privileges for the following reasons:

- Failure to meet the academic criteria for receiving a promotion certificate
 - Failure to maintain a 1.50 cumulative GPA
 - Disciplinary actions for inappropriate behaviors
 - Any disruptive and/or inappropriate misbehavior during the promotion practice
 - Excessive absences or tardies
- (Evergreen AR 6146.6)

Bulldog Pathways

A = 4		B = 3		C = 2		D = 1		F = 0	
1st Quarter ends 10/22/2021					2nd Quarter ends 1/21/2022				
Grade Points					Grade Points				
1 st Period _____ = _____					1 st Period _____ = _____				
2 nd Period _____ = _____					2 nd Period _____ = _____				
3 rd Period _____ = _____					3 rd Period _____ = _____				
4 th Period _____ = _____					4 th Period _____ = _____				
5 th Period _____ = _____					5 th Period _____ = _____				
6 th Period _____ = _____					6 th Period _____ = _____				
Date _____		Pts. Earned _____		Min. _____		Date _____		Pts. Earned _____	
		Needed 9						Needed 9	
3rd Quarter ends 4/1/2022					4th Quarter grades due 5/27/2022				
Grade Points					Grade Points				
1 st Period _____ = _____					1 st Period _____ = _____				
2 nd Period _____ = _____					2 nd Period _____ = _____				
3 rd Period _____ = _____					3 rd Period _____ = _____				
4 th Period _____ = _____					4 th Period _____ = _____				
5 th Period _____ = _____					5 th Period _____ = _____				
6 th Period _____ = _____					6 th Period _____ = _____				
Date _____		Pts. Earned _____		Min. _____		Date _____		Pts. Earned _____	
		Needed 9						Needed 9	
<ul style="list-style-type: none"> • Need a minimum of 9 Grade Points each quarter. • Need a minimum of 36 Grade Points cumulatively after 4 Quarters (to meet the minimum cumulative 1.5 GPA Requirement for 8th Grade Promotion) • Need a minimum of 12 Grade Points each quarter for Sports eligibility, with no F's or U's. 						Total Points Earned: Minimum Needed _____ 36			

Bulldog Tech

A = 4		B = 3		C = 2		D = 1		F = 0	
1 st Quarter ends 10/22/2021					2 nd Quarter ends 1/21/2022				
Grade Points					Grade Points				
Elective	_____	=	_____	Elective	_____	=	_____		
Math	_____	=	_____	Math	_____	=	_____		
SS/Hist	_____	=	_____	SS/Hist	_____	=	_____		
LA	_____	=	_____	LA	_____	=	_____		
Science	_____	=	_____	Science	_____	=	_____		
PE	_____	=	_____	PE	_____	=	_____		
Date	Pts. Earned	_____	Min.	Date	Pts. Earned	_____	Min.		
	Min. needed	9			Min. needed	9			
3 rd Quarter ends 4/1/2022					4 th Quarter grades due 5/27/2022				
Grade Points					Grade Points				
Elective	_____	=	_____	Elective	_____	=	_____		
Math	_____	=	_____	Math	_____	=	_____		
SS/Hist	_____	=	_____	SS/Hist	_____	=	_____		
LA	_____	=	_____	LA	_____	=	_____		
Science	_____	=	_____	Science	_____	=	_____		
PE	_____	=	_____	PE	_____	=	_____		
Date	Pts. Earned	_____	Min.	Date	Pts. Earned	_____	Min.		
	Min. needed	9			Min. needed	9			
<ul style="list-style-type: none"> • Need a minimum of 9 Grade Points each quarter. • Need a minimum of 36 Grade Points cumulatively after 4 Quarters (to meet the minimum cumulative 1.5 GPA Requirement for 8th Grade Promotion) • Need a minimum of 12 Grade Points each quarter for Sports eligibility, with no F's or U's. 					Total Points Earned: Minimum Needed _____ <div style="text-align: right;">36</div>				

School Support Services

LeyVa Middle School strives to promote academic achievement while also supporting the social and emotional needs and college/career-readiness goals of all students. We have school counselors, school social workers, and school psychologist along, with rotating counselor, social work interns and marriage and family therapy trainees, to support students through different types of challenges and opportunities.

LeyVa offers numerous support services to students including clubs, school-wide events, classroom lessons, connection to family resources, assessment for learning differences, accommodation plans, individual education plans, group counseling, individual counseling, and crisis intervention.

We share your goals for your student: that every LeyVa student graduates with the skills and abilities to succeed in high school and beyond.

For more information and resources visit the "School Support Services" page under the Student Support tab on the school website at leyva.eesd.org. Topics include:

- Academic supports
- Attendance
- College and career readiness
- Drug prevention
- Emotional well being
- Community resources

Bulldog Help Form

Use the *Bulldog Help* form to report anything from teasing, threats, sadness, academic support, home issues, or even facility needs and ideas for improvement. Reports may be done anonymously. The form is on the school website:

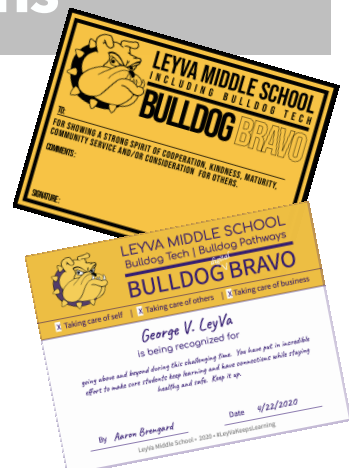


leyva.eesd.org/bulldoghelp

Bulldog Bravo Recognitions

- **Staff** Our LeyVa staff recognizes students who are modeling desired TAKE CARE behaviors.
- **Parents** Parent can also recognize your child who is modeling positive behaviors at home.

Students get access to items in our Bravo store and could earn a positive phone call home, a certificate, recognition on the school's social media account and more!



Athletics and Activities



Athletics



Walking in the gymnasium, it's easy to see the long tradition of LeyVa Middle School success. Sports is a great way to connect with others, improve health, and have fun at school. All students are encouraged to participate.

Sports Offerings and Seasons

August	Cross Country (co-ed)
October	Wrestling (co-ed) Basketball (girls)
December	Basketball (boys)
February	Soccer (boys and girls) Volleyball (boys and girls)
April	Track and Field (co-ed)

Please note that sports offered are contingent on annual funding allocations.

Sports Academic Eligibility

Students involved in school sports must stay in "good" academic standing:

- maintain a 2.0 grade point average
- **NO** F's
- **NO** U's for Citizenship
- have a signed permission slip
- insurance coverage

Official grade checks are done for each sport. If a student does not meet the criteria, he/she is no longer eligible to continue that sport for the entire duration of the season. This is a league policy and is strictly enforced. There are NO exceptions.



Physical Education

All students are expected to participate in physical education. Students will need to change daily into proper athletic attire in the locker rooms:

- White, purple, light gray or gold shorts or sweats
- White, purple, light gray or gold shirts or sweat shirts
- Athletic sneakers or shoes

Failure to dress appropriately will result in consequences that will include decrease in grade and possible assigned detention.

School P.E. uniforms are available for purchase:

- Official P.E. t-shirt \$15 each
- Official P.E. shorts \$15 each
- Official short and t-shirt set \$25

Every student should purchase a lock to secure belongings in the locker room (\$6 donation). Each student will be assigned a school owned PE locker. All valuables must be locked up during the P.E. period with a school -issued lock. The school will not take responsibility for items not secured within lockers. If the lock is lost, a new one must be purchased (\$6).

Dances and Activities

Dances in middle school are fun! It's a great way to hang out with friends, laugh, and of course show off your dance moves!

To participate in after-school activities and dances, students must be in attendance on the day of the event. **Students must be in good academic and citizenship standing at the time of the event.**

In order to attend LeyVa dances and activities, students are required to have a signed parent permission slip, a prearranged ride home, and the appropriate school dress attire. All school policies apply.

LeyVa dances are closed events. Only LeyVa students may attend LeyVa dances, and they must stay for the entire dance.

Students are required to prearrange a ride home at the end of the dance or any after-school activity. Failure to be picked up in a timely fashion may result in loss of future activities/privileges.



Parent Involvement Opportunities

- **School Site Council:** All parents may attend School Site Council (SSC) meetings, which are scheduled four to five times a year. Committee members are elected. Check the weekly parent newsletter for the SSC ballot and the times and dates of our meetings.
- **Bulldog PTSA:** Parents of all LeyVa students, including both programs (Bulldog Pathways and Bulldog Tech), are invited to lead and assist with school activities. All parents are encouraged to join. Officers are elected annually.
- **ELAC Committee:** Parents of children who qualify for the English Language Learners Program are encouraged to join this committee and attend the meetings. Valuable information is shared that will affect their children. Dates will be shared in the weekly parent newsletter.
- **Migrant Education :** Parents of children who qualify for Migrant Education services are encouraged to join this committee and attend the meetings. Extra resources and supports for families are available.
- **District Groups:** District level committees and councils are also available for parent participation, which makes sure the LeyVa community is represented for district decisions, and keeps our voices heard. Keep an eye out for opportunities.

Home to School Communication

Powerschool Parent Portal

Our Parent Portal System is a database for emergency information.

If you attended an Evergreen elementary school last year, you should already have an account. Periodically review and update your emergency information and contact information when it changes.

If you have not created an account, a personalized login and password information will be provided.



powerschool.eesd.org

Parent Square

Please make sure you are registered in Parent Square. Weekly messages are sent from the school and the district.



www.parentsquare.com

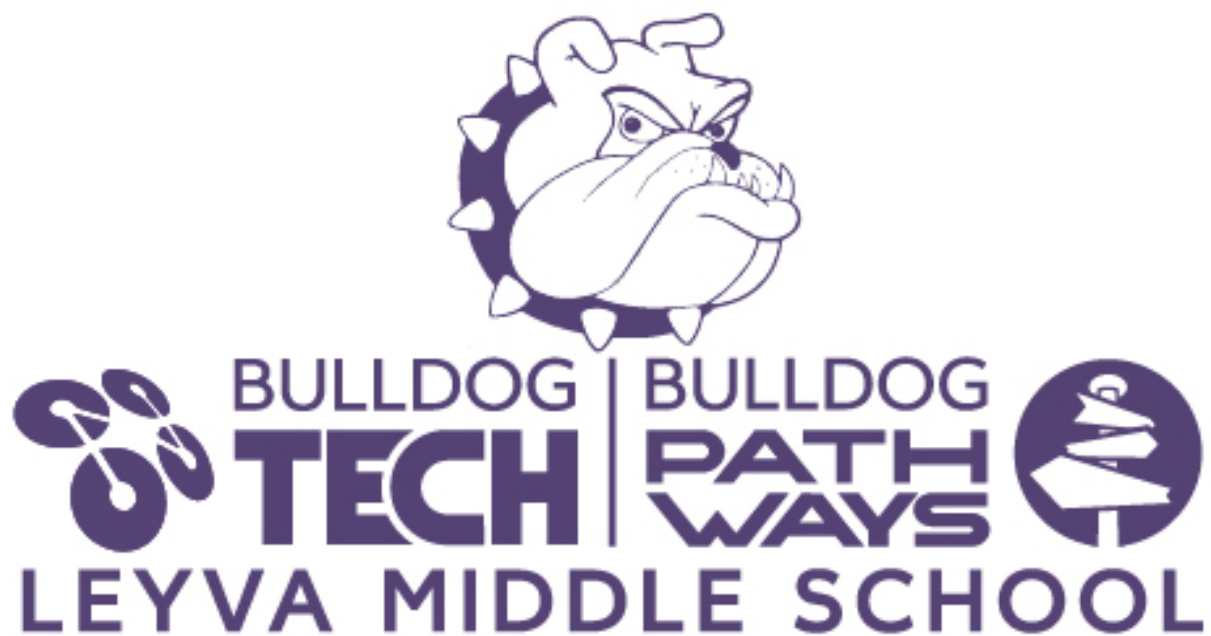
Register on PeachJar

All flyers from the Evergreen School District and community opportunities are shared via PeachJar. Create an account at:



www.peachjar.com

You'll need to create an account that includes an email.



Principal Aaron Brengard
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