

## MISSION STATEMENT

MESA VERDE MIDDLE SCHOOL DEVELOPS THE SKILLS AND PROVIDES THE SUPPORT AND OPPORTUNITIES NECESSARY FOR ALL STUDENTS TO ACHIEVE ACADEMIC SUCCESS, TO GROW SOCIALLY AND EMOTIONALLY, AND TO STRENGTHEN CHARACTER IN A SAFE AND POSITIVE ENVIRONMENT.

## VISION STATEMENTS

**MESA VERDE MIDDLE SCHOOL STUDENTS** STRIVE TO BECOME SELF-MOTIVATED CRITICAL THINKERS WHO PERSEVERE THROUGH ANY CHALLENGE, WHO EMPATHIZE AND SHOW COMPASSION TOWARD OTHERS, AND WHO USE THEIR MESA EXPERIENCE TO BECOME RESPECTFUL RESPONSIBLE CITIZENS.

**MESA VERDE MIDDLE SCHOOL TEACHERS** STRIVE TO DEVELOP RELATIONSHIPS WITH STUDENTS THROUGH AUTHENTIC INTERACTIONS NOT ONLY IN CLASS BUT ALSO IN LIFE AT MESA OUTSIDE OF THEIR ROOM. USING THIS PERSONAL CONNECTION, THEY COLLABORATE TO CONCEIVE DEEPLY PERSONALIZED AND ENGAGING CURRICULUM AND LESSONS AND HELP STUDENTS BECOME CONNECTED TO SCHOOL.

**MESA VERDE MIDDLE SCHOOL SUPPORT STAFF** STRIVE TO INTERACT WITH PARENTS AND STUDENTS IN FRIENDLY, POSITIVE, AND INFORMATIVE WAYS FOCUSED ON MEETING THEIR NEEDS.

**MESA VERDE MIDDLE SCHOOL FAMILIES** STRIVE TO SUPPORT OUR SCHOOL IN ITS MISSION. FAMILIES NURTURE THEIR CHILDREN AND TEACH THEM RESPECT AND RESPONSIBILITY. THEY WILLINGLY SHARE THEIR TIME, TALENTS, RESOURCES, AND EXPERIENCES SEEKING TO ENRICH THE MESA EXPERIENCE.

**MESA VERDE MIDDLE SCHOOL'S COMMUNITY AND SURROUNDING BUSINESSES** STRIVE TO BECOME PARTNERS BY ANTICIPATING OUR FINANCIAL AND MATERIAL NEEDS AND OFFERING REAL-WORLD EXPERIENCES TO OUR STUDENTS.

**MESA VERDE MIDDLE SCHOOL ADMINISTRATORS** STRIVE TO KEEP THE ENTIRE SCHOOL COMMUNITY FOCUSED ON OUR MISSION WHILE GUIDING OUR PROGRESS TOWARD THE IDEAL VISION BY BUILDING POSITIVE RELATIONSHIPS WITH AND SEEKING INPUT FROM STAFF, STUDENTS, PARENTS, AND THE COMMUNITY.

## CORE VALUES

**POSITIVE:** POSITIVE CHARACTER TRAITS DRAW US TO OTHER PEOPLE. BEING GENEROUS, KIND, ENERGETIC, OR OPTIMISTIC RADIATES ENERGY THAT ATTRACTS OTHERS.

**UNITED:** THE ONE THING WE EACH HAVE IN COMMON IS OUR SCHOOL. THIS UNITES US AND CREATES AN ENVIRONMENT WHERE WE RESPECT DIVERSITY AND ACCEPT AND INCLUDE ONE ANOTHER.

**MINDFUL:** PAY ATTENTION TO WHAT YOU ARE DOING, THINKING, FEELING, AND SAYING. KNOW YOUR MOTIVATION BEHIND EVERY ACTION; EVERYTHING YOU SAY AND DO WILL HAVE AN IMPACT ON THOSE AROUND YOU.

**ACADEMIC:** EDUCATION ELEVATES US ABOVE ALL OTHER LIVING BEINGS. PERSEVERANCE, INTEGRITY, AND EFFORT EMPOWER US TO CONQUER THE CHALLENGES OF SCHOOL AND BEYOND.

**SCHOOL –SPIRITED:** PARTICIPATING IN ACTIVITIES AND EVENTS SHOWS YOUR SCHOOL PRIDE, ENHANCES YOUR EXPERIENCE, AND CONNECTS YOU TO SOMETHING BIGGER THAN YOURSELF.

OUR CHALLENGE: **"BE THE BETTER YOU"**

## PUMAS Perks Club Memberships

The purpose of this program is to recognize, celebrate, and reward students who exemplify our core traits of being **P**-ositive, **U**-nited, **M**-indful, **A**-cademic, and **S**-chool-Spirited.

### Qualifications:

#### Gold Card Membership

- 4.0 GPA on the trimester report card.
- No **Needs Improvement** ("N") or **Unsatisfactory** ("U") in **Citizenship** and **Work Habits** on the trimester report card.

#### Silver Card Membership

- 3.99 - 3.5 GPA
- No **Needs Improvement** ("N") or **Unsatisfactory** ("U") in **Citizenship** and **Work Habits** on the trimester report card.

#### Bronze Card Membership

- 3.49 - 3.0 GPA or .5 Increase in GPA from previous Trimester with a minimum 2.0 GPA on the trimester report card.
- No **Needs Improvement** ("N") or **Unsatisfactory** ("U") in **Citizenship** and **Work Habits** on the trimester report card.

### Rewards:

#### Gold Card Membership

- (4) Front of Line Passes
- (2) Change Seat for a Class Period
- (1) Double Run Day
- (1) Excused Before School Tardy
- Discounted admission to after school events
- Participation in special PUMAS Perks Club activities

#### Silver Card Membership

- (3) Front of Line Passes
- (1) Change Seat for a Class Period
- (1) Double Run Day
- (1) Excused Before School Tardy
- Discounted admission to after school events
- Participation in special PUMAS Perks Club activities

#### Bronze Card Membership

- (2) Front of Line Passes
- (1) Change Seat for a Class Period
- (1) Double Run Day
- (1) Excused Before School Tardy
- Discounted admission to after school events
- Participation in special PUMAS Perks Club activities

*To qualify for the end of the year PUMAS Perks Club activity, students must earn PUMAS Perks Cards during BOTH the first and second trimester.*

## PARENT HANDBOOK

Moorpark Unified School District provides each family a copy of the Parent Handbook. It contains valuable information regarding district policies and practices. This handbook is sent home with the youngest sibling in the family or can be viewed online on the district webpage: [www.mrpk.org](http://www.mrpk.org)

## ATTENDANCE

Only through attendance and class participation do students achieve the benefits of our education program. We expect students to be in class and make attendance a top priority. Learning lost due to an absence can never be replaced. Regular attendance, being well-prepared for class, participating in class discussion and developing an appreciation for the views and abilities of other students helps students in school as well as prepares them for adulthood.

The primary rationale for a high attendance rate is the relationship between student attendance and student achievement. Teacher effectiveness is the strongest school-related determinant of student success, but chronic student absence reduces even the best teacher's ability to provide continuity in learning. Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance.

When a student is absent, parents should call the school (24 hour attendance line at (805) 378-6309 ext. 5385) within 48 hours of the day of the absence to relate the cause of absence and to avoid it being recorded as "unexcused". If a valid parent call is received, the student does not have to bring a note to clear the absence. If parents do not call the school, an excuse (written by the parent or guardian) must be presented to the office the first day that the student returns to school following an absence. Absences due to illness of 3 or more days may require a doctor's note. Parents/guardians are encouraged to schedule medical appointments at a time that will not result in loss of instructional time. For more information please refer to the MUSD Parent Handbook.

## TARDIES

Students are expected to arrive to school on time every day. Students arriving late must report to the main office and obtain a re-admit slip. **Students who arrive late without a valid excuse may be assigned a school detention.** Please note: a parent/guardian phone call does NOT excuse the detention for the unexcused tardy. Any student who is absent from school without a valid excuse for more than three days or tardy in excess of 30 minutes on each or more than three days in one school year is considered truant. Students who are habitually tardy may be referred to the School Attendance Review Board (SARB.)

## MAKE-UP HOMEWORK

Make-up assignments are not provided in advance. When students are absent they should contact a "study buddy", or check the school/teacher(s) website so that they may keep current on their class work and homework. Students are allowed to make-up coursework and homework for planned absences that are deemed unexcused. **It is the responsibility of the student to arrange for make-up work with each teacher on the day they return to school.** For all days missed, an equal number of days will be allowed for make-up.

## PLANNED ABSENCE/PLANNED VACATION

A parent who plans to take a student out of school for more than five (5) days must contact the main office at least ten (10) days prior to the absence in order to fill out a Planned Absence form to ascertain the effect the absence will have on the student's grade. These absences (except for illness) are not excused per state education code.

## STUDENT CONDUCT

Excellent behavior is expected of all Mesa Verde Middle School students so that teachers may teach and students may learn. Inappropriate behavior is disruptive to the learning process and the overall school climate and will not be tolerated. Teachers and Departments may have additional rules. The following are the expectations for all students at all times:

Students will...

- be in their seats ready to work before the tardy bell rings.
- cooperate willingly with adults.
- respect themselves and others.
- keep their hands and feet to themselves.
- speak at appropriate times.
- make only positive statements about others.
- use only appropriate language and behavior.
- do their own work.
- encourage a clean, safe, and non-threatening environment.
- put trash and recycling in the proper containers.
- behave so that all can learn.
- deliver, obtain signatures for, and return all communication between school and home.
- follow the rules.

Students must comply with requests and/or instructions from any staff member. This includes **all adults**: campus supervisors, office personnel, the librarian, instructional aides, cafeteria and custodial/maintenance staff as well as the teachers, substitute teachers and administrators. Disrespect toward any adult on campus will not be tolerated. It is unlawful for students and parents to menace or threaten school employees and/or the private property of those individuals. Violators may be subject to criminal prosecution in addition to suspension from school.

## **BULLYING PREVENTION**

### **Mesa Verde's Bullying Rules:**

1. I will not bully others.
2. I will try to help students who are bullied.
3. I will try to include students who are left out.
4. If I know someone is being bullied, I will tell an adult at school or an adult at home.

## **BEHAVIORAL CONSEQUENCES**

Detentions, Saturday school, and suspensions are assigned by school administration as well as other designees. Infractions of school rules are investigated and consequences are determined fairly and effectively. Each incident is handled individually, as all behavioral incidents have different circumstances. Classroom Behavior Plans or School Wide Behavior Agreements may be created for students that continue to have behavior issues. Mesa Verde strives to keep parents notified regarding student behavior. We want to work together while modifying student behavior so that everyone can focus on learning and being successful. Consequences may result in the assignment of detention, Saturday school, in-school suspension, or suspension from school.

## **DETENTION**

Students may be assigned detention for various rule infractions that take place both inside and outside of the classroom and to and from school and home. Teachers and school staff are authorized and may assign detentions. Students receiving detention will receive a notice to their parents that must be signed and returned to the main office.

**Detentions are held at lunch and/or after school from 3:30pm to 4:00pm.**

- Students who do not show respect to substitutes and/or other guests may receive a double detention and/or Saturday School.
- Assigned detention must be served as noted on the detention form.
- If the student does not show up for an assigned detention, it may be doubled.
- Students who are removed from detention may receive a Saturday School.
- Continued failure to serve detentions may result in Saturday School or suspension in addition to serving all of the detentions missed.

**Three (3) detentions within 15 school days will result in assignment to Saturday School.**

## **SATURDAY SCHOOL**

Saturday School may be assigned when a student has unresolved absences that are considered truancy, excessive tardiness, or failure to serve detention, in lieu of or in

combination with suspension, or whenever this assignment is determined to be appropriate by administration.

- Saturday School is held on the school campus from 9:00 am to 12:00 pm.
- Students are expected to follow all school rules.
- Students must attend all 3 hours in order to receive credit.
- Should a student be sent home from Saturday School for inappropriate behavior, he/she will be assigned additional consequences such as additional days of Saturday School, detention, and/or suspension and no time served will be counted.
- Students who do not attend an assigned Saturday School will receive one additional Saturday School, making that two Saturday Schools that the student will have to serve. Further defiance in attending Saturday School may result in suspension.
- Repeated assignment to Saturday School may result in exclusion from school activities including end of year 8th grade activities.
- Students may be required to complete campus clean-up projects for the last hour of Saturday School. Students should dress appropriately.

## **IN SCHOOL SUSPENSION (ISS)**

A student may be assigned an in school suspension (ISS) by an administrator or teacher for a length of time ranging from one to several class periods. The student is expected to complete any assignments given during this time.

## **SUSPENSION FROM SCHOOL**

Students may be suspended from school for any of the following reasons:

- Fighting/threatening to cause physical injury (includes play fighting)
- Encouraging a fight, either verbally, or by running to or staying around to observe a fight.
- Damage to school and/or private property
- Stealing/extortion
- School wide disruption and disturbance
- Defiance of authority
- Possession of weapons, explosives, dangerous objects, lighters/matches
- Possession of look-alike weapons
- Tobacco, alcohol or drugs on campus
- Using foul language or gestures
- Harassment of any kind
- Permanent markers/paint markers
- Gambling
- Pantsing

**Fifteen (15) suspended days will result in referral to District "Placement Review Committee". Twenty (20) suspended days will result in referral to "Placement Review Committee" for expulsion.**

### **EXTRA CURRICULAR ACTIVITIES**

Participation in extracurricular activities is a valued component of our educational and social goals for students at Mesa Verde Middle School. These activities include, but are not limited to:

- Intramural sports
- Dances and events
- Field trips
- Rallies
- Special assemblies
- Clubs and club related activities
- Promotion activities

Students wishing to participate in extracurricular activities are required to meet standards of citizenship, academic performance, and attendance.

- a. Citizenship – No more than 1 U or 2N's
- b. Academic Performance – No more than 2 F's
- c. Behavior – No more than 3 detentions and no Saturday schools or suspensions.
- d. Excessive Absenteeism

Any student not meeting these criteria may be ineligible from activities as a result of both progress report and trimester grading periods.

### **8TH GRADE YEAR-END ACTIVITIES REQUIREMENTS**

#### **For participation in promotion ceremonies:**

You may not receive more than:

- 5 "F's" during the year
- 2 "F's" during the last trimester.

#### **For participation in the special year-end activities:**

You may not receive more than:

- 5 "F's" during the year
- 2 "F's" during the last trimester.
- 3 "U's" in citizenship during the year (i.e. trimesters 1 and 2 report cards and trimester 3 progress report).
- 1 school suspension (i.e. pre-, in-school, or out of school-suspension).
- 2 Saturday schools during the year.

In addition:

- No suspension after the 8th grade promotion assembly (i.e. pre-, in-school, or out of school-suspension).
- All detentions must be served by the cutoff date in your promotion packet.

- All financial obligations (i.e. textbook, library, cafeteria, etc.) must be cleared by the cutoff date in your promotion packet.

8th graders not meeting any of the above behavior requirements may appeal to participate in the promotion ceremony and end of year activities. Each of these requirements, along with academic and disciplinary records, will be taken into account by a committee when considering an appeal to participate.

### **CELL PHONE/ELECTRONIC DEVICES**

Mesa Verde Middle School prohibits the use of or display of cell phones while on campus. **Cell phones are to be off and out of sight while on campus. Cell phones are not to be carried in clothing pockets.** The use of cell phones to place calls, send text messages, or take pictures while on campus is prohibited under California Ed. Code 48900 (k G5.12). This includes sending/receiving text messages or calls from parents during the school day. A phone in the main office is available for students to contact parents during the school day. All other electronic devices such as iPods, iPads, Smart Watches, MP3 players, cameras, gaming devices, etc. are strictly prohibited.

Mesa Verde Middle School assumes NO liability for the loss, damage, or misuse by another person of these devices. The school will NOT investigate stolen cell phones or other prohibited electronic devices. The district will NOT reimburse for lost or stolen items. **Cell phone security is the sole responsibility of the student.** All confiscated cell phones and electronic devices will be returned by Mesa Verde administration ONLY to the student's parent or guardian after school.

Consequences for not following the cell phone/electronic device policy are:

- 1<sup>st</sup> offense – warning
- 2<sup>nd</sup> offense – detention
- 3<sup>rd</sup> offense – Saturday school
- 4<sup>th</sup> offense – in-school suspension

### **PERSONAL PROPERTY**

Students assume responsibility for loss or damage to their clothing, equipment, books, instruments, or personal property. The school endeavors to protect all personal property such as bikes (which are to be locked up in bike rack area), but is not responsible for them. Large sums of money and articles of real or sentimental value should not be brought to school. Students shall never share PE lockers or combinations with friends and all important or valuable items should be locked up. The following items are considered unsafe and are not permitted at school:

- Laser pens/pointers
- Aerosol containers

- Glass bottles of any kind
- Permanent markers/Paint markers
- Whiteout
- Weapons/look-alike weapons
- Chains over 4 inches long
- Other dangerous objects, such as fireworks, scissors, matches, and lighters
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**If students choose to bring these items on campus, they are subject to disciplinary action which may include suspension or expulsion from school.**

### DRESS FOR SUCCESS

Recognizing the relationship between personal dress and personal attitude, we encourage our students to dress in a way that demonstrates pride both in themselves and their school. Students should wear clothing appropriate to their age and for school. We encourage our students to "Dress for success." It is the intent of this policy to create a school environment that does not distract or interfere with the learning process and ensures the safety of all students. Personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state, or local health and obscenity laws, or affect the welfare and safety of the student or his/her classmates. Specific dress rules include, but are not limited to:

- Clothing, hats, backpacks, binders and/or other personal items that advertise/depict the following will NOT be permitted: violence, alcohol, drugs, tobacco, anti-social behavior, sexual/cultural/ethnic/religious offensiveness, profanity, nudity, graffiti, gang affiliation, weapons or lawlessness. Items found to be distracting to the educational process are not permitted at school.
- Abbreviated tops (i.e. bare midriff, strapless, halter, backless, and tube tops) are not permitted.
- Undergarments of any kind may not be visible.
- Skirts and shorts must be an adequate length.
- Shirt necklines must not be lower than the level of the armpit.
- Sheer or see through clothing is not permitted.
- Hats are allowed on campus but must be removed when indoors on campus.
- Footwear and shirts are required.
- Wearing pajamas or slippers is not permitted.
- Tattoos and similar markings on the skin must be covered.
- Facial hoop piercings and "spike gauges" are a safety hazard and are prohibited.

Students will be required to remove the inappropriate item and replaced with either P.E. or school provided clothing. Confiscated items will be held in the office and not released until school provided clothing is washed and returned.

Consequences for not following the dress code are:

- 1<sup>st</sup> offense – warning
- 2<sup>nd</sup> offense – detention
- 3<sup>rd</sup> offense – Saturday school
- 4<sup>th</sup> offense – in-school suspension

### ACADEMIC HONESTY POLICY

Students shall not misrepresent examinations, materials, research assignments, and/or homework assignments as their own when in fact they are the work of someone else. Students shall not use digital aids or notes during examinations without teacher approval. Using or having such aids out during a test or quiz may result in a score of zero. Copyright laws protect printed materials from plagiarism, the act of stealing another's words. "Borrowing" someone else's ideas and restating them as your own without citation is plagiarism.

Academic dishonesty includes, but is not limited to, the following:

#### Cheating

- Providing or receiving answers to or from others for homework, classwork or assessments.
- Communicating with another student during assessments.
- Using physical or digital notes without permission from the teacher.
- Taking an assessment for another student.
- Reusing work created previously and representing it as a first-time assignment.

#### Plagiarism

- Copying another student's homework, classwork, or answers on an assessment.
- Using writing or ideas that are not your own without quoting and/or citing sources.
- Copying/pasting from an article found on the internet.

Consequences for not following the academic honesty policy are:

- 1<sup>st</sup> offense – Score of zero, Academic Honesty Contract, and parent contact.
- 2<sup>nd</sup> offense – Score of zero, Detention and/or Saturday school.
- 3<sup>rd</sup> offense – Saturday school and/or in-school suspension.

### STAFF MEMBERS

The adult staff members are here for students. They include: administrators, teachers, secretaries, librarians, counselors, cafeteria personnel, custodians, campus supervisors, classroom aides, substitute teachers and any other adult working with the school. Students are the important client and we will do our best to provide learning opportunities within a

safe, enjoyable environment. Students must assist our efforts by cooperating with and respecting the authority of all staff members.

### **COUNSELORS**

Counselors are available for consultation and guidance throughout the school year. We encourage all students and parents to consult a counselor any time they have concerns relating to class programs, student schedules, academic progress, or any area relating to school. Students wishing to see a counselor should fill out a "Request for Counseling" slip in the main office giving some indication of the nature of the problem and the urgency of the services needed.

Students needing to see a counselor right away should report to their teacher to have their agenda book signed before going to the counseling office so that the teacher can take attendance.

### **TEXTBOOK/LIBRARY**

STUDENTS MUST HAVE their I.D. card to use the library. Students are responsible for the books/materials issued to them. Lost, stolen, or damaged books/materials must be replaced by the parents/student through the library. We require all students to keep textbooks issued to them covered for protection and prolonged use. We will be holding our students responsible for the books issued to them. If a student loses a book/ material, the school must be reimbursed for the costs of a replacement copy (at current prices.) If the books/materials are found, the money will be refunded. Library books may be checked out for two weeks and be renewed for an additional two weeks. Each student is responsible for all library and school materials charged to his/her name. Any student who has an overdue library book or owes library fines may lose privileges to participate in school functions (dances, movies, fieldtrips, assemblies, year-end activities, etc.) If, at the end of the year, this matter is not resolved, consequences will be assigned. Failure to abide by library rules will result in the loss of library privileges.

### **IDENTIFICATION CARD**

Each student is issued a photo I.D. card at the beginning of the year. This card identifies them as a Mesa Verde student and, therefore, must be carried every day at school and to all district and school functions. Students may be asked to show their I.D. for various reasons, such as: lunch, library use, school activities, buses, etc. It is also a safety concern when identifying students on campus. Lost or stolen I.D. cards must be replaced immediately.

### **CAFETERIA**

Complete hot lunches are available daily in the cafeteria. There are also food lines and food carts where students may choose individual items for purchase. Use of the cafeteria is a privilege. This privilege can and will be revoked for improper behavior. Students excluded from the cafeteria must provide a sack lunch for themselves. Students are expected to show their I.D. when entering and using the cafeteria.

### **STUDENT MESSAGES AND DELIVERIES TO THE CLASSROOM**

Please keep in mind; we do not interrupt classroom time to make deliveries for forgotten items such as money, lunches, homework, PE clothes, etc. If you choose to bring food for your student it must be for your students only. Bringing food items for others is not acceptable due to health and safety reasons. If your student thinks you have dropped an item off in the office, remind them to check in with us before school, during passing period or at lunch. Please no balloons, flowers or special deliveries. They will NOT be delivered to the classroom.

### **PARENT TRANSPORTATION**

Parents/guardians are encouraged to use only the designated student drop off/pick up area located on Peach Hill Road. This is the fastest and most effective way to get your son/daughter onto and exited from campus safely. The parking lot is used exclusively for special drop off items (instruments, for example), health reasons, and parking. Note: busiest traffic times are 15 minutes before school and 15 minutes before the end of school. For safety reasons, students are not permitted in to walk through the school parking lot.

### **BICYCLES, SKATEBOARDS, SCOOTERS**

For safety reasons, bicycles, skateboards and scooters are not to be ridden on school grounds, including the parking lot. A lock up area is located in front of the school. All bicycles, skateboards, and scooters should be securely locked. This area will be locked during the school day, but neither the school nor the district is responsible for theft or loss of such items. **Helmets must be worn at all times, and will be enforced.**

### **WALKING TO AND HOME FROM SCHOOL**

Student safety is a major concern when traveling to and from school. **All school rules are in effect the entire time going to and from school.** The arroyos and flood channels are dangerous. Students are not to go into, attempt to cross, or play near the streams. Only cross streets in designated crosswalks. Unsafe behaviors will result in disciplinary action. Obey traffic signals and all crossing guards. Stay on the sidewalks; do not walk in the streets. Parking lots are also dangerous. Shortcuts through shopping center parking lots are not recommended. It is advised that students go to and from school with others. Students are never to walk alone or accept a ride from or approach a stranger. If students are approached by a stranger, students are to inform their parents and the office immediately. Nothing should ever be thrown into the street, at cars, at people, or at bicycles.

### **BUS TRANSPORTATION**

Bus transportation is a privilege and not a responsibility of the school district. Failure to observe district rules may result in denial of transportation. All students being transported are under the authority of the bus driver and must obey his/her

directions. **The phone number of the district transportation department is (805) 378-6344.** All students will:

- Wait in an orderly, single line.
- Enter the bus quietly and quickly.
- Remain seated while the bus is moving and until it has stopped and the driver tells students to get off the bus.
- Keep all parts of your body inside the bus.
- Cross the street in the areas designated by the driver.
- If students usually ride the bus and for some reason decide not to, they should tell a friend or family member how they will be getting to or from school.

**DISASTER PREPAREDNESS/ EMERGENCY** All students and staff participate in monthly fire/emergency drills. Students are expected to behave in a manner consistent with the purpose of these drills. They are to be quiet, attentive and obey all directions. We consider drills essential in preparing students to respond appropriately in the event of a real emergency. Should an emergency situation occur while students are at school, there are planned and practical procedures in place to protect students and staff. In addition, a system exists for releasing students to adults listed on a student's emergency card that allows the safe and controlled release of students and also allows us to keep track of each student. Student safety is our concern.

### **MOVING**

It is important that parents/guardians and students keep the office informed of any change of address or telephone number. **Please notify the office immediately, in writing, of any changes that should be made to a student's emergency form.** Before a student transfers to another school, the parents/guardian must notify the office of his/her new address. This must take place prior to the time the student will be transferring. The students should plan to bring this notification on time so that he/she can spend one school day checking out. On a student's last day of attendance, he/she must report to the main office and obtain a withdrawal form and further instructions. Before we can send school records to another school, the student must clear all obligations including the return of library books and textbooks and paying all fees.

### **VISITORS**

Parents/guardians are welcome to visit classes. Please call at least 24 hours in advance to arrange an appointment. All visitors, guests, and parents/guardians must sign in at the main office and receive a badge to be worn during the visit.

### **CLOSED CAMPUS**

Mesa Verde is a closed campus. This means that students cannot leave school grounds at any time without the company of a parent/guardian, and must be signed out through the school office before leaving and signed in upon their return if it is during the same school day. **Students may be released only to those adults listed on the emergency form. We**

**require some form of picture I.D.** Parents/guardians who wish to pick up their student before the end of the day, should plan to arrive before 3:00pm on Monday through Thursday and before 2:40pm on Friday. After that time, the office will not be able to send for a student in time for him/her to get to the office before the bell rings for dismissal.

### **HALL PASSES**

Students must have their Agenda Book or a hall pass signed by a staff member when out of class for any reason.

### **HEALTH SERVICES**

There is a health office located on the school campus and is staffed by a Health Technician and supervised by a credentialed school nurse. If an illness or injury occurs after a student arrives to school, he/she is to report to a staff member who will then determine if the student should go to the health office. A student infected with any contagious disease (including pink eye or head lice) cannot remain in a public school until cleared from the doctor. If the student has a communicable disease, such as measles, mumps, whooping cough, or chicken pox, the parent should contact the school nurse for a date when the student can be readmitted.

**An up-to-date local emergency phone number is required for each student in the case that a parent cannot be reached.**

### **PRESCRIPTION/NON-PRESCRIPTION MEDICATION (Over the counter medication)**

Any medication that requires administration during school hours must have proper forms that are to be filled out by both the parent and the physician; these forms must be obtained from the school office. Under California state law the medication must be furnished in the original labeled container. All medication must be hand delivered to the health office by a parent. Students are not to be in possession of any medication while on campus.

### **IMMUNIZATIONS**

It is a State Law that every new student must show proof of his/her current immunization for Polio, Diphtheria, Pertussis, Tetanus, Measles, Mumps and Rubella upon enrolling in any school. **Before** entering 7<sup>th</sup> grade, all students must show proof of immunization for Hepatitis B. All students, 7 – 12 grade, are required to have a T-dap booster, in order to attend school. **If proof is not provided, the student will not be admitted to school.**

### **HEALTH PROBLEMS**

The school should be notified of **any** physical individual health problem that could affect a student's well-being and/or general health. If a student must be placed on a limited Physical Education program, he/she must provide the school with the physician's request explaining the student's exact limitations. **Students will be required to participate in a full Physical Education program if the physician's request has not been received in the Health Office.** An excuse written by



a parent/guardian or school authority will be honored for one day only. No more than three such excuses in sequence will be acceptable. A request to be excused for more than three days must be written by a medical doctor, health advisor, or religious practitioner. A physician's request for non-participation must be received by the school nurse before the student may be excused from P.E. for more than one day.

**READMISSION AFTER ACCIDENT/INJURY** This requirement applies to any major medical situation and any condition requiring a cast, crutches, wheelchair, stitches, elastic bandages, or slings. Students returning to school under the conditions just stated must provide a physician's verification of permission to return to school and may not participate in PE, noon time activities, recess, or be on the school ground before or after school until a written release by a physician is received.

**INSURANCE** School insurance does not cover student injury. An insurance company not connected with the school, offers an accident policy that gives coverage for regular and summer school sessions. This company will furnish each student with a form listing the benefits covered. Parents/guardians will also have the opportunity to purchase this insurance.

**HOME AND SCHOOL COMMUNICATION** Parents/guardians will be regularly notified of the student's grades through the progress reports and trimester grade cards. If parents are concerned about their child's grade or progress, they may request weekly reports in the Agenda Book, weekly grade checks through the counselors, or other arrangements agreed to by the teacher, counselor, or site administration.

**"Q" PARENT CONNECT** "Q" Parent Connection is a secure and private online resource that provides rapid access to their student's attendance, grades, and class information. (Please allow teachers time to grade and update "Q"). Please refer to this link to log on: [www.mrpk.org/mvms](http://www.mrpk.org/mvms). Progress reports will be sent home with students on the following dates:

**October 5, 2018, January 25, 2019  
May 3, 2019**

**REPORT CARDS:** Report cards are issued three times during the school year, once per trimester. Each report card reflects work done during that trimester. No trimester grade is averaged into the preceding trimester's grade. Letter grades are given as well as comments regarding student conduct and study skills. Report cards may be withheld because of lost or overdue books. If parents do not receive their child's report card within a reasonable time, please contact the office to determine the reason. Report cards will be mailed home approximately one week following the following end of trimester dates:

**November 16, 2018, March 8, 2019  
June 14, 2019**

**HOMEWORK:** Homework is designed to develop positive attitudes and work habits that expand content knowledge. Classroom instruction and homework are both based on California Grade Level Content Standards. It is the intention of the Mesa Verde Middle School staff to assign relevant, challenging and meaningful homework that reinforces classroom learning objectives. Homework also serves to develop individual study skills and responsibility while strengthening academic skills and knowledge of concepts.

The purposes of homework:

- To prepare for high school
- To practice and reinforce concepts introduced in class
- To prepare for subsequent lessons
- To establish study habits
- To assess learning and understanding
- To participate in research activities
- To help students learn to prioritize time

Although parental support is encouraged, the work should be performed by the student. Parental support of homework should include:

- Providing a suitable place to study
- Providing appropriate and necessary materials
- Checking to see if homework is completed
- Offering to clarify directions and answering questions
- Checking the Agenda Book daily

Homework may be checked either in the agenda book or by going to our school website at: [www.mvms.mrpk.org](http://www.mvms.mrpk.org). You will also find a link to Parent and Student Connect on our main page. Some teachers maintain class web pages which may be found under the "Staff Directory" link. Homework listed on the webpage does not replace the use of the Agenda Book.

#### **WEEKLY BULLETIN**

To maintain consistent school wide communication, a weekly bulletin is prepared for parents, students and staff and is also available online: [www.mvms.mrpk.org](http://www.mvms.mrpk.org).

#### **DAILY ANNOUNCEMENTS**

The announcements are digitally transmitted to each classroom and produced by students enrolled in Mesa Verde's Multi Media class.

#### **PARENT/TEACHER CONFERENCES**

Teachers hold behavior and academic conferences with parents. Frequently, they will initiate the conference, but parents may call the school office to request a conference with the student's teachers. Parents may contact the teacher anytime there is a question or concern.

#### **BACK TO SCHOOL NIGHT**

(See calendar for exact date) parents are invited to attend a night devoted to meeting teachers and learning about grade level course expectations. Information about homework and grading are also explained.

**STUDENTS PREVENTION OF BULLYING**  
**MUSD Board Policy 131.4 (a)**

Bullying and its negative effects erode pupils' ability to learn. Bullying is recognized as behavior that can span from minor offenses like name-calling, fights, and purposeful social exclusion to more serious criminal acts of libel, repeated physical attacks, and sexual harassment.

In order to combat potential incidents that may negatively impact a pupil's opportunity to succeed academically and feel safe at school, the Moorpark Unified School District (MUSD) has taken the position that all pupils have a right to a safe and healthy school environment. The District, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

MUSD and Mesa Verde will not tolerate behavior that infringes on the safety of any pupil. A pupil shall not intimidate or harass another pupil through words or actions. Such behavior may include direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and intentional social isolation or manipulation.

To ensure that bullying does not occur on school campuses, MUSD will provide staff development training in recognizing bullying behaviors and the prevention of bullying, and will cultivate acceptance and understanding in all pupils and staff to develop each school's ability to maintain a safe and healthy learning environment. Teachers should discuss this policy with pupils in ways appropriate to their ages and should assure them that they need not endure any form of bullying. Counseling and other appropriate interventions shall be made available, as needed, to any child who has been the object of bullying.

Each District school should adopt a Code of Conduct to be followed by every pupil while s/he is on school grounds, when traveling to and from school or a school-sponsored activity, whether on or off campus, and during the lunch period. The Code of Conduct should include, but not be limited to, the following actions and consequences:

- Any pupil who engages in bullying may be subject to disciplinary action up to and including expulsion. (Refer to Board Policy 5144, Student Discipline.)
- Pupils are expected to immediately report incidents of bullying to the principal or designee.
- Staff shall promptly investigate each complaint of bullying in a thorough and confidential manner.

The procedures for intervening in bullying behavior include, but are not limited to, the following:

- All staff, pupils, and parents will receive a summary of the policy prohibiting bullying at the beginning of the school year as part of the pupil handbook and/or information packet, as part of New Student Orientation, and as part of the school system's notification to parents.

- The school will make reasonable efforts to keep confidential a report of bullying and the results of the investigation.
- Staff members are expected to immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident.

If the complainant that pupil or the parent of the pupil believes the investigation or complaint was not resolved appropriately, the pupil or the parent of pupil should contact the principal or the school office. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

**THE BOARD OF EDUCATION SHALL RECEIVE A REPORT ANNUALLY ON PUPIL BEHAVIOR THAT INCLUDES THE NUMBER OF INCIDENTS OF BULLYING, THE DISCIPLINARY RESPONSES, AND STRATEGIES USED TO REDUCE THE NUMBER OF BULLYING INCIDENTS.**

**LEGAL REFERENCE ASSEMBLY BILL 79, CHAPTER 646, STATUTES OF 2001 EDUCATION CODE 35294.2 POLICY ADOPTED: MOORPARK UNIFIED SCHOOL DISTRICT 10/12/04 MOORPARK, CALIFORNIA**

**EQUAL EDUCATIONAL OPPORTUNITY AND GENDER EQUITY**

The Moorpark Unified School District ensures that its programs and activities are available to all persons without regard to race, ancestry, ethnic group identification, religion, creed, age, sex, color, physical or mental disability, marital or parental status. Complaints of unlawful discrimination in its programs or activities shall be investigated pursuant to the Uniform Complaint Procedures. (Title 5 4960) Any such complaint should be filed within six months of the alleged violation and should be filed with Assistant Superintendent for Instruction, 5297 Maureen Lane, Moorpark, California, (805)378-6309.(Title 5 4630b)

**COMPLAINTS CONCERNING STATE AND FEDERALLY FUNDED PROGRAMS - UNIVERSAL COMPLAINT PROCEDURES**

The Universal Complaint Procedures specified in Board Policy 1312.2 shall be used to investigate and resolve any complaints concerning alleged violations of state or federal regulations governing any of the following educational programs: Adult Basic Education, Consolidated Categorical Aid Programs, Migrant Education, Vocational Education, Child Care and Development, Child Nutrition, or Special Education.(Title 5 4600) (BP 1312.2) If you feel there has been some violation of this policy or you would like more information, you may contact Assistant Superintendent for

Instruction, 5297 Maureen Lane, Moorpark, California, (805) 378-6300.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Moorpark Unified School District is an equal employment opportunity employer who complies with all applicable federal and state non-discrimination laws. The District does not illegally discriminate against any employee or applicant for employment on account of race, religious creed, color, national origin, ancestry, physical or mental disability as defined by federal and state law, medical condition, marital status, pregnancy, sex, actual or perceived sexual orientation, age, political affiliation, domicile, or membership and/or participation in an employee organization defined by the Educational Employment Relations Act. Complaints will be investigated pursuant to Board Policy 4001. **If you feel there has been some violation of this policy, you may contact Assistant Superintendent of Personnel Services, designated as the Equal Employment Opportunity/Affirmative Action/ Title IX management employee directly responsible for coordinating efforts to ensure compliance with all non-discrimination laws. 5297 Maureen Lane, Moorpark, California, (805) 378-6300.**

### **PROHIBITION CONCERNING SEXUAL HARASSMENT**

It is the policy of the Moorpark Unified School District that all persons (students and employees), regardless of their sex, should enjoy freedom from discrimination of any kind. Sexual harassment, as a form of discrimination, is prohibited. Complaints will be investigated pursuant to Board Policy 4003 or 5145.8. (EC 212.6) **If you feel there has been some violation of this policy or you would like more information, you may contact our District Office, 5297 Maureen Lane, Moorpark, California, (805) 378-6300.**

### **APPEALS**

A party to a written complaint of prohibited discrimination or alleged violations of state or federal regulations governing educational programs cited above may appeal the action taken by the governing board of the school district to the State Department of Education. Civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders may be available to complainants. (EC 262.3)

### **SEXUAL HARASSMENT-STUDENTS** **(Board Policy 5145.8)**

#### **INTRODUCTION:**

The District recognizes that harassment of students on the basis of sex is unlawful.

#### **PROHIBITED CONDUCT**

Employees and students will not engage in conduct constituting sexual harassment toward students (if students engage in such discourteous conduct toward employees such discourteous conduct will be dealt with through the regular

discipline procedures for students). This Board Policy prohibits any act of sexual harassment as defined by the Board Policy where such act is related to any school activity or school attendance as allowed by law. The District will not condone or tolerate sexual harassment. The District will take appropriate disciplinary action against employees or students found to have engaged in sexual harassment up to and including dismissal for employees and suspension or expulsion for students.

### **DEFINITIONS**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. It includes but is not limited to circumstances in which:

- a) Submission to such conduct is made a term or condition of student's academic status.
- b) Submission to or rejection of such conduct is used as the basis for any academic decision affecting such student or any other decision regarding benefits, hours, services, programs or activities available at or through the school.
- c) Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile or offensive educational environment.

### **FORMS OF SEXUAL HARASSMENT**

Forms of sexual harassment include but are not limited to the following:

- a) Oral harassment such as derogatory comments jokes or slurs, graphic verbal commentary about an individual's body, and graphic verbal commentary of a sexual nature;
- b) Physical harassment such as unnecessary, unwelcome or offensive touching, or impeding or blocking movement;
- c) Visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, objects, or gestures; and
- d) Unwelcome sexual advances, requests, or demands for sexual favors, and other oral or physical conduct of a sexual nature.

### **RIGHTS OF A COMPLAINANT**

Any student wishing to make a complaint of sexual harassment should immediately report it to the principal or designee. However, there is absolutely no requirement that a student must make a complaint to the alleged harasser. If the principal or designee is the alleged harasser, the student should make the complaint to the Assistant Superintendent of Personnel Services. A student making a complaint of sexual harassment shall not suffer any reprisal for doing so. The District will promptly and thoroughly investigate all complaints of sexual harassment. The District also will take immediate and appropriate action to resolve such complaints. All incidents of sexual harassment will be remedied. Results

of the investigation will be reported to the complainant, the parent or legal guardian of the minor complainant, the minor alleged harasser, the parent or legal guardian of the minor alleged harasser, the alleged harasser and, where appropriate, the supervisor of the alleged harasser.

**RIGHTS OF THE ALLEGED HARASSER NAMED IN THE COMPLAINT**

The alleged harasser has a right to a prompt and thorough investigation of any complaint alleging sexual harassment. This investigation will be conducted in such a manner as to protect the confidentiality of the alleged harasser. Consistent with BP 1312.1, Complaints Concerning Employees, any complaint against an employee will be received and investigated (beginning at the Step 2 level) and may be appealed to the Board of Education. A complaint against a student will be received by a site administrator or designee and may be appealed to the Superintendent and, thereafter, to the Board of Education.

**PROMPT AND THOROUGH INVESTIGATION**

Upon receipt of a complaint alleging sexual harassment, the District representative conducting the investigation shall do the following:

- a) Inform the complainant and the alleged harasser of their rights under this Board Policy;
- b) Authorize the investigation of the complaint and supervise and/or conduct the investigation of the complaint. The investigation, at a minimum, shall include interviews with the complainant, the alleged harasser, and other persons who reasonably may have relevant knowledge about the complaint, including possible witnesses or victims of prior similar conduct. Complaints against students will be filed with site administrators and may be appealed to the Board of Education.
- c) Take reasonable steps to protect the complainant from any retaliation for filing the complaint;
- d) Review factual information gathered to determine whether the alleged conduct constitutes sexual harassment;
- e) Report the results of the investigation to the complainant, the parent or legal guardian of the minor complainant, the minor alleged harasser, the parent or legal guardian of the minor alleged harasser, the alleged harasser and, where appropriate, the supervisor of the alleged harasser.
- f) If harassment occurred, take and/or recommend prompt and effective remedial action against the harasser;
- g) Take reasonable steps to protect the complainant and other potential victims from further harassment. If such harassment is determined;
- h) Take reasonable steps to alleviate the effects of the harassment.

**COMPLAINT PROCEDURES**

Any student wishing to make a complaint of sexual harassment shall immediately file a written complaint, except that no student is required to file any complaint with the alleged harasser.

**DISSEMINATION OF POLICY**

All employees and students shall be notified of this Board Policy on a regular basis, and consistent with Education Code Sections 212.6 and 48980. The District shall communicate this policy to students in an appropriate manner consistent with their age. The District shall also distribute written information on how to report charges of sexual harassment and assurances that students need not endure any form of sexual harassment. To promote an environment free of sexual harassment, the principal or designee shall provide staff in-service and ensure student awareness.