

## MISSION & VISION

**Valley Oak Middle School**  
2000 North Lovers Lane  
Visalia, California 93292  
(559) 730 -7681

Colors - **Black and Gold**  
School mascot - **Bronco**  
School motto: **RISE UP**

### WELCOME

On behalf of the staff and administration, *WELCOME* to Valley Oak Middle School. We hope your time spent here will be both personally and educationally rewarding. Please use this agenda as a guide to help you in school procedures. If you have any questions, contact your teacher, assistant principal, or principal.

### Mission

The Mission of Valley Oak Middle School is to provide a system of consistent expectations that will lead to academic and social success and promote **Respect, Integrity, Self-Control, and Excellence** in order to become a positive and productive member of our campus and society

### Vision/Collective Commitments

In order to fulfill our mission, we are dedicated to creating a school where:

**Staff members have high expectations for student success and support students in their work to meet those expectations. Staff members believe all students can achieve.**

Therefore, we commit that:

- We will use daily lessons that are standards-based and well-delivered that include measurable objectives, engagement strategies, and frequent checks for understanding with feedback.
- We will provide extra time and/or support for students (e.g., re-teaching, reassessing, and enrichment).
- We will monitor and evaluate student learning to provide specific feedback to students in a timely manner.

**A collaborative culture ensures staff members work as an interdependent team to refine lesson design and delivery to better meet the needs of all students.**

Therefore, we commit that:

- We will modify lesson plans to include engagement strategies in order to meet the diverse needs of our students.
- We will use academic and behavioral data to determine students' needs and pacing of curriculum.
- We will share ideas and collaborate in our PLC.

**The academic/social environment is safe and positive. Students and staff feel a sense of significance and belonging.**

Therefore, we commit that:

- We will implement teambuilding and classbuilding in all classrooms.
- We will model Valley Oak RISE Up for our students.
- We will establish rapport and make connections with students, staff, and parents.
- We will maintain zero tolerance for bullying on campus.

**Student achievement is closely and systematically monitored and communicated to hold all students accountable for their learning and wellness.**

Therefore, we commit that:

- We will use PowerTeacher, Parent Link, and progress reports to support students and parents.
- We will update our gradebooks every 1-2 weeks.
- We will have conversations about learning with individual students.
- We will teach students to self-monitor their learning.

## SCHEDULES—CAMPUS ACCESS

### SCHEDULE

We request that students arrive no earlier than 7:50 a.m., 30 minutes prior to the start of school, with the exception of students participating in Pre-first.

Regular Schedule		Late Start Mondays	
Pre-first	7:15 - 8:02 (47)	Pre-first	7:15 - 7:55 (40)
First Bell	8:15	PLC	8:00-8:56 (56)
Period 1	8:20 - 9:10 (50)	Period 1	9:00-9:46 (46)
Period 2	9:14 - 10:04 (50)	Period 2	9:50 - 10:34 (44)
Break	10:04- 10:14 (10)	Break	10:34- 10:44 (10)
Period 3	10:18 - 11:08 (50)	Period 3	10:48 - 11:32 (44)
Period 4	11:12 - 12:02 (50)	Period 4	11:36 - 12:20 (44)
Lunch 1	12:02-12:37 (35)	Period 5	12:06 - 12:56 (50)
Period 5	12:41- 1:31 (50)	Lunch 1	12:20 - 12:55 (35)
		Period 5	12:24 - 1:08 (44)
		Lunch 2	1:08 - 1:43 (35)
		Period 6	1:47— 2:31 (44)
Period 6	1:35 - 2:25 (50)	Period 7	2:35 - 3:19 (44)
Period 7	2:29- 3:19 (50)		
Minimum Day-Late Start Monday		RTI Flex Day (Every Tuesday/Thursday)	
Pre-first	7:15 - 8:00 (45)	Pre-first	7:15 - 8:02
PLC	8:00-8:56 (56)	First Bell	8:15
Period 1	9:00 - 9:29 (29)	<b>RTI Flex</b>	8:20— 8:51 (31)
Period 2	9:32 - 10:01 (29)	Period 1	8:55— 9:40 (45)
Break	10:01- 10:08 (7)	Break	9:40 - 9:50 (10)
Period 3	10:11 - 10:40 (29)	Period 2	9:54— 10:39 (45)
Period 4	10:43 - 11:12 (29)	Period 3	10:43 - 11:28 (45)
Lunch 1	11:12 - 11:47(35)	Period 4	11:32 - 12:17 (45)
Period 5	11:50 - 12:26 (36)	Lunch 1	12:17 - 12:52 (35)
		Period 5	12:56 - 1:41 (45)
		Lunch 2	1:06 - 1:41 (35)
Period 6	12:29 - 12:58 (29)	Period 6	1:45— 2:30 (45)
Period 7	1:01 - 1:30 (29)	Period 7	2:34 - 3:19 (45)

### CLOSED CAMPUS

Valley Oak is a **closed** campus. Students are not to leave the school grounds at any time during the school day without prior written permission from the office. Parents may phone the attendance office to request students leaving for appointments. Students must be checked out through the main office.

### STUDENT BODY CARDS

Every student is given a student body card. It may be used as a photo-ID and PBIS rewards. All students are expected to wear their lanyard daily. Student can use their PBIS reward points to redeem for a replacement ID at the student store Tuesday and Thursday at lunch.

### STUDENT TELEPHONE USE

Students are allowed to use the office telephone; before school, break, lunch and after school. Students' using the phone during class time need to have permission from their teacher along with a pass.

## **DELIVERIES—ATTENDANCE**

### **DELIVERIES ON CAMPUS**

1. Students are not to phone in food deliveries (i.e., pizza) to the school. No delivery personnel are to report directly to classrooms. Occasionally teachers will order pizzas for special occasions.
2. **Balloon, flower, or fast food deliveries for students will not be accepted at school.** This is too disruptive in the classrooms and in the office.

### **NON-VALLEY OAK STUDENTS ON CAMPUS**

Students who are not enrolled in Valley Oak Middle School are not allowed on campus and may not attend school activities such as school dances, classes, and activities during school hours.

### **ATTENDANCE**

1. State Education code (48205) **requires all absences to be verified** only by a parent or legal guardian. The notification can be a written note or a phone call. A message machine is available at all times (730-7681 ext. 113).
2. Absence excuses should be turned in at the office before school, or as soon as possible following the day of absence.
3. Attendance is taken each period.
4. After the school absence list for the day is distributed to teachers, any student absent from class, but not on the list, should be reported to the office immediately.
5. An automatic calling machine dials parents in the evenings to verify unexcused absences.
6. Students shall be in attendance **all periods** of the day of the event/practice (or in attendance the day prior on a week-end event/practice) unless excused by the Principal/designee of his/her school in advance or be ineligible for the first event following administrative contact (page 22 of the VUSD Student Conduct Code).

### **PASSES**

Any student that is out of class during the regular class period must have a signed pass/passport from his/her teacher. Students must also obtain permission along with a pass from their teacher **BEFORE** coming to the office or to see the nurse.

### **CLASSROOM TARDY POLICY**

Classroom: A tardy occurs when a student is not in line outside of the classroom when the tardy bell rings. Habitual unexcused tardiness will result in disciplinary action and notification of parents. Persistent and continued tardiness will result in disciplinary action.

### **EXCESSIVE ABSENCES**

If at any time a student's attendance problem prevents him/her from succeeding in school, the student may be referred to a VUSD School Attendance Review Board (S.A.R.B.) by a school administrator.

## **GENERAL INFORMATION**

### **Student Responsibilities**

It is every student's responsibility to come to class on time and with the proper tools. Students must come to school prepared to work productively the entire class period ready to complete daily classwork and homework assignments. Necessary tools include: back-pack, binder, writing paper, two pencils and P.E. clothes. Students must also respect the rights of other people, their property and school property.

### **Clean Campus**

Campus cleanliness is a primary consideration in making decisions about lunch time activities, what type and how many will occur. **Each student must be responsible for disposing of his/her own trash.**

### **Hall Passes or Passports**

When a student is out of class he or she must have a Hall Pass or a Passport in their possession that includes the date, time and staff signature. All students will be required to have student ID at all times.

### **P.E. Clothing**

The following items make up the Valley Oak Middle School physical education uniform:

Black or grey shorts    Gray T-shirt    White Socks    Tennis Shoes

All students are required to dress out in their P.E. gym clothes daily for full participation and credit. Interventions will be assigned to those who do not participate in PE for that day.

The Valley Oak Physical Education department sells Valley Oak PE shorts and t-shirts to students. It is recommended that students buy the PE uniforms from their PE teachers. Cost is \$20/set.

### **Binder & Student Planners (Agendas) Program**

In order for students to enhance the opportunity for success in school, students must have access to the tools they will need to perform their job every day. For this reason, it is required that every student at Valley Oak bring the following tools to school everyday. A 2-inch binder (provided) to include the following materials:

- |                |   |
|----------------|---|
| *Pencil pouch  | *One black and one blue pen                               |
| *Two pencils   | *Three-ring index dividers                                |
| *Pencil eraser | *One set of colored pencils                               |
| *6 inch ruler  | *Lined binder paper (minimum of 20 blank pages at a time) |

It is also required for each student to have their own student planner that they can record their assignments, benchmarks, and other school related activities in.

### **PULSE**

Students may enroll in our PULSE program. PULSE is after school from 3:19 p.m. - 6:00 p.m.; our PULSE program has enrichment activities on our campus. Some of these activities are art, photography, intramural sports fitness training, multimedia productions, dance and our spirit squad.

### **SPORTS**

Valley Oak offers fall, winter and spring sports. In the fall, we offer football, volleyball and cross country. In the winter we offer boys and girl's soccer, boys and girls basketball and wrestling. In the spring we offer baseball, softball and track. Cross country, track and wrestling are no-cut sports that every student who comes out for makes the team. The rest of the sports start with tryouts their first week and select the members of the team. All members of Valley Oak's sports teams must be in good academic and behavioral standing. AEC and intervention may be waived for the day of an away game or an early starting home game but will not be waived for practice. Academic success is first at Valley Oak when it comes to our student-athletes.

## **ATTENDANCE—CLASSES**

Any student who has been determined to be excessively absent may be subject to a S.A.R.B. hearing. These hearings involve the student, parents, and school in a legal action designed to compel the attendance of a student.

### **MAKE-UP WORK FOR ABSENCE**

For any short illness, the student should contact a friend in his/her class for assignments or check with the teacher upon return. For a longer illness, the parent may phone the office at 730-7681, to request assignments from teachers. **Twenty-four (24)** hours is required for this service. In accordance with Education Code 48913 Completion of Work Missed by a suspended pupil: the teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignment and test missed during the suspension. Students may email their teachers regarding homework assignments. Teacher emails may be obtained through the Valley Oak website at <http://www.vusd.org/ValleyOak.cfm>.

### **TRANSFERS**

If a student must transfer out of school for any reason before the end of the school year, the following steps must be taken:

1. Obtain a withdrawal slip from the office.
2. Have each teacher sign the withdrawal slip.
3. Return withdrawal slip to office.
4. Return all textbooks.
5. Pay any outstanding fees.

### **FURLOUGH PROGRAM**

Families who know their child will be out of school for one week/5 school days should contact the Attendance Office at least two-weeks prior to the absence to sign-up for the Furlough Program. If absence is longer, student will be temporarily dropped.

### **FURLOUGH CONTINUED**

The students will not be counted as absent if the following criteria are met:

- The duration of the leave must be at least five (5) days.
- The request for leave must be made at least two (2) weeks prior to the leave.
- Parent/student contract to be signed and kept on file in the Attendance office.
- The student will be required to do the equivalent amount of school work as if he/she were in school (4 hours per day). Students will be required to make up all assessments when they return to school.
- Student will turn work in to each teacher for grading upon returning to school.
- Failure to complete the requirements as listed will result in incomplete grades for the duration of the absence and the absence will then become unexcused.

## ENROLLMENT - DRESS CODE

### PROGRAM/CLASS CHANGES

All requests for program/class changes should be made to the student's AP during the first two weeks of each semester. A sign-up sheet will be in the office and students will be called in accordance with the availability of their requested class. **After this time, there will be no program/class changes.** In the best interest of all students, it is the policy of Valley Oak Middle School not to accept requests for specific teachers.

### LIBRARY SERVICES

The library is open daily from 8:00 a.m. to 4:15 p.m. and may be used by students during this time (before school, at break, lunch or after school). Teachers may also require library work during class time.

Materials checked out from the library become the responsibility of the student. They must be returned on time and in good condition. A replacement fee will be assessed to the student's family for lost or damaged materials. Students must be cleared of all checked out materials in order to participate in the promotion ceremony.

### DRESS CODE

The primary goal of the Visalia Unified School District is to promote academic achievement. It is the responsibility of students and parents with the cooperation of the school to maintain an acceptable standard of dress. **General campus and classroom dress should be safe, neat, clean and worn as not to disrupt the learning environment.** The following guidelines regarding dress and grooming shall apply to all regular school activities:

#### 1. ATTIRE THAT PROTECTS THE HEALTH AND SAFETY OF THE STUDENT:

- Shoes must be worn at all times. Shoes with cleats, spikes, or wheels are not allowed.
- Attire or accessories, which may be used as a weapon are not allowed. This includes, but is not limited to chains, wallet chains, and items with spikes or studs.

#### 2. ATTIRE SHALL NOT INTERFERE WITH THE EDUCATIONAL PROCESS:

- Clothing, jewelry and personal items shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive; which bear drug, alcohol or tobacco company advertising, promotions or likeness; which promote violence, illegal activity, or relate to gang affiliation or activity; or which advocate racial, ethnic, religious, or sexual orientation prejudice.
- Clothes shall be worn as intended and be sufficient to conceal undergarments which shall be worn and covered at all times. See-through or fish-net fabrics, halter tops, tube tops, spaghetti straps, off-the-shoulder and low-cut tops are not acceptable. Other types of dress that expose bare midriffs or cleavage are prohibited. Basketball jersey style tank tops with scooped front, back and arm-holes are only allowed if worn with a T-shirt with sleeves. Shirts with cut-off sleeves are not allowed. Students may wear leggings or tights with long dresses only. Shirts or

## DRESS CODE

smocks may not be used in place of a dress over the tights or leggings. Pants with excessive holes must be worn with tights.

- Sunglasses shall not be worn in school buildings unless there is a letter on file from a doctor.
  - Coaches, teachers, and administrators may impose more relaxed/or stringent dress requirements to accommodate the special needs of certain sports, classes, activities or ceremonies.
  - Students are not allowed to wear headgear. This includes, but is not limited to caps, bandanas, sweatbands, hairnets, beanies and do-rags. However students are allowed to wear “sun-protective headgear,” which consists of a full brim hat, with no logo or lettering, which is of a solid color and is made of either canvas or cotton cloth. The hat is to be worn as intended to provide sun protection and is only to be worn outdoors. The school or district is not responsible for lost, stolen, or damaged headgear.
3. **Attire shall not advocate, advertise, denote or be recognized as gang activity or affiliation, crude or vulgar printing, slogans, symbols, designs or pictures depicting drugs, alcohol beverages, tobacco, violence, graffiti, sexual suggestions or unlawful activity. Tattoos are not allowed to be displayed and must be covered.**
  4. Students shall adhere to the Dress Code for all school functions on or off campus - school dances (including 8th grade promotion dance), athletic events, or **any Valley Oak sponsored activity.**
  5. Principals shall have the discretion to prohibit any student from wearing any attire that is disruptive/distracting in the classroom, or the safety of the students (Education Code 3529.5). Principals shall have the discretion to make reasonable exceptions to the above for special days or special events.
  6. **Any violation of the dress code will result in a warning to the student and parents will be contacted. Students may be sent home to dress properly or change into appropriate attire at school. Continual infractions will result in other alternative consequences and/or suspension for defiance of authority.**

For questions of interpretation or clarification, call the principal of your child's school or the Student Services division at the District Office, 730 - 7579.

### Progress Reports/ Grading Policy

Elementary and Middle Schools use Standards-Based Grading and Reporting. The standards-based report card allows parents to receive more detailed and complete information on how their child is progressing towards proficiency on the district standards and performance expectations for each subject area. Students will receive a numerical mark for each standard. The numerical marks are as follows:



## ACADEMICS

- 4 Advanced** – Exceeds grade level standards
- 3 Proficient** – Meets grade level standards
- 2 Basic** – Approaching grade level standards
- 1 Below Basic** – Does not meet grade level standards

Extended day classes will be offered at each middle school during the second semester to students for standards recovery of first semester standards. Extended year classes will be offered for those students identified for retention.

### Passing Scores

A passing score in any class is between 2.3-4.0.

### Failing Scores

A Failing Score in any class is between a 1.0 –2.2

Each semester has 3 marking periods. There are 2 semesters in a school year. The grades in the first 3 marking periods are cumulative to get the 1<sup>st</sup> semester grade. The 4<sup>th</sup> through the 6<sup>th</sup> marking periods are then cumulative to get the second semester grade. Every marking period is about 6 weeks in length. It is imperative that your student receive a grade that is **2.3** and higher in order to pass their core classes which are: **MATH, ENGLISH, SCIENCE, HISTORY, and PE**. If your child does not receive a **2.3** or higher at the end of the first semester he/she will be assigned Saturday Academies to make up the course/s he/she did not pass. If your child does not receive a 2.3 or higher during the second semester he or she will be assigned summer school to make up the course he/she did not pass.

## ACADEMIC EXPECTATIONS

### PROMOTION [AR 5123.2(b)]

To be promoted to the next grade, students must receive an averaged rubric score of 2.3 or better in English and mathematics, science, and social science, and meet the following grade level criteria:

Grade 7: Pass with a proficient score, both the English/Language Arts and mathematics criterion standards test.

Demonstrate 70% mastery of the standards and benchmarks for 7th grade as outlined in the Visalia Unified School District Curriculum Guides for

First Semester				Second Semester			
1 MP	2MP	3MP	End of 1 <sup>st</sup> Semester	4 MP	5 MP	6 MP	End of 2 <sup>nd</sup> Semester
Aug. 15- Sept. 20	Sept. 23 – Nov. 1	Nov. 4– Dec. 20	Dec. 20	Jan. 13 – Feb. 28	March 2 – April 17	April 20 – June 5	June 5

English and Mathematics

Grade 8: Pass with a proficient score, the English/Language Arts criterion referenced content standards test and demonstrate at least a basic level of proficiency on the math criterion referenced content standards test .



## ACADEMICS

Demonstrate 70% mastery of the standards and benchmarks for 8th grade as outlined in the Visalia Unified School district Curriculum Guides for English and mathematics.

### **CONDITIONAL PROMOTION [AR 5123.2(c)]**

To be conditionally promoted, students must reach a basic level (2.3) in all core subjects (English, mathematics, science, and social science), or meet the following grade-level criteria:

Grade 7: Score at the basic level on both the English/Language Arts and mathematics criterion referenced content standards test , or

Demonstrate 60% mastery of the standards and benchmarks for 7th grade as outlined in the Visalia Unified School District Curriculum Guides for English and mathematics.

Grade 8: Pass with a basic score the English/Language Arts content standards test and pass the math criterion referenced content standards test with a below basic or above score or

Demonstrate 60% mastery of the standards and benchmarks for 8th grade as outlined in the Visalia Unified School District Curriculum Guides for English and mathematics.

### **PROMOTION CEREMONY**

To participate in the promotion ceremony, students must:

- ◆ Reach a proficient level (2.3) in the spring semester of all subjects (English, mathematics, science, social science, physical education, and electives.)
- ◆ Maintain a daily attendance rate of 94% throughout the 8<sup>th</sup> grade year.

The site principal may decide to allow a student who does not meet these requirements to participate, given special circumstances.

### **RETENTION [AR 5123.2(d)]**

When a student has not demonstrated grade-level proficiency in the core content areas, the principal shall determine whether the student will be retained. This decision will be made in consultation with the teacher(s), parents, and other staff, if appropriate. Parents will be notified as soon as retention is being considered and no later than the end of the 5th grading period of the school year. The final decision on retention will be made following the completion of an extended year program and no later than August 1st of that year.

### **NURSES OFFICE**

The nurses office is located in the main office building. Parents/guardians are the only ones who may excuse a student from school. Please make certain that the emergency phone numbers are kept current in the office. In case of an emergency, students may be picked up by a parent/guardian or an emergency contact person.

## ACADEMICS—HEALTH

### MEDICATION

All medication must be checked in through the nurse's office. This applies to all over-the-counter medication such as aspirin, allergy tablets, etc., as well as prescription drugs. The nurse's office does not keep any over-the-counter medication for general student use. Medication must be clearly labeled and in its original container. Hint: ask the pharmacist to label two bottles.

Education Code Section 49423 defines certain requirements for administration of medication. Example: any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives:

#### MEDICATION -CONTINUED-

- (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken, and,
- (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matter set forth in the physicians statement. Forms are available in the nurses office.
- (3) when the nurse is at school, and a parent has given permission on the emergency card to administer aspirin, (s)he may do so. Other than the nurse, no other staff may give students aspirin (except the parent or guardian).

### SPECIAL HEALTH NEEDS

If your child has a special health need (i.e., bee sting allergies, asthma, diabetes, seizure disorder, etc.) please contact the nurse in order that special needs can be discussed and arrangements made for your child at school.

### P.E. MEDICAL POLICY

**Short Term:** All one-day excuses from parents can be given directly to the Physical Education instructor. All short-term excuses from a doctor should be given to the nurse before the student reports to his/her P.E. class

**Long Term:** Doctor's notes must be taken to the nurse's office for clearance and will be kept on file in that office.

### PSYCHOLOGICAL COUNSELING SERVICES

Counseling services are available to students at Valley Oak on a limited basis. Students may be referred to the School Psychologist or the School Social Worker by their parents, or students may refer themselves by contacting the BIT or Assistant Principals.

### TEXTBOOKS

All textbooks are furnished. Students are responsible for their care and are required to pay for lost or damaged books. **Secondary District book policy (7-12) states that damaged books and lost textbooks will be repaid at full price.**

## HEALTH—TEXTBOOKS

### P.E.

All P.E. classes are co-educational in presentation. After roll, students will dress and report to their assigned teacher. Approved athletic attire must be worn at all times unless student is excused by the instructor. **All articles of clothing must be marked with the students name.** District P.E. lockers will be assigned or shared. **Students are encouraged to secure all personal items in their PE locker while participating in PE activities.** Lockers are district property and are subject to inspection at any time.

### SCHOOL LUNCHES

All students must remain on campus during their scheduled lunch unless they have special permission to leave from the office. Valley Oak students have an opportunity to receive meals before school, at break and at lunch.

### INSURANCE

The school does not carry insurance to cover students if they are injured at school; however a voluntary insurance program is provided for district students. Students participating in school sports must provide insurance for student participation. Green insurance information cards are available in the Valley Oak office.

### SCHOOL RULES AND SAFETY

A safe and orderly campus is valued at Valley Oak Middle School. Consequences may increase in severity for those individuals who demonstrate continued disregard for school rules.

1. There will be no loitering in the restrooms at any time.
2. Students are not to congregate outside the front gate or in the bus area. Upon arrival to school, students are to enter the gates immediately.
3. Upon dismissal students are not to congregate outside the front gate. Students need to report to their designated area for parent or bus pick up.
4. Bike riders must walk their bikes to and from the street. State law requires all bicycle riders to wear a helmet. Bikes are to be parked on the west side of campus in the bike enclosure. The bicycle area is off limits to other students. **Students should not bring a bike to school unless they have a lock.** Bicycle riders are not to use the north parking lot to enter or leave campus. Bicycle riders need to walk their bikes on the north sidewalk while entering and leaving campus.
5. Skateboards and roller blades are discouraged as a means of transportation to school because of safety issues. They will be locked and kept in the bike area. All students **must** provide their own lock in this area.
6. Late students should always check in at the front office before entering the campus.
7. Students will be allowed only in areas supervised by adult personnel. Students should not block hallways or other traffic corridors.
8. **Gum chewing and sunflower seeds are not allowed on campus at any time.**
9. Students are not allowed to sell Non-school fund raising or private items on campus.
10. **Public Display of Affection (P.D.A.).** Holding hands, embracing, kissing, and other acts of affection are not permitted on campus.

## PHYSICAL EDUCATION—LUNCH—RULES

11. Permanent colored markers and felt tipped pens are not allowed on campus. Students could face suspension for their possession. Colored pencils have been deemed appropriate for school work.
12. All students must adhere to the Visalia Unified School District Student Conduct Code.

### RISE UP AWARD

Students may earn a RISE UP Award for accumulating 20 or more points by participating in various activities during the school year. A detailed point system will be available for students at the beginning of the year.

### HONOR ROLL [AR 5121.2(e)]

Valley Oak maintains an Honor Roll. All courses except Pass/Fail are counted in computing eligibility for the Honor Roll. To qualify for the Honor Roll, a student must have a rubric average of 3.25 or better.

### HONOR ROLL TRIP

Each year, Valley Oak offers an incentive trip for outstanding students. In order to qualify for the trip, students must be on the honor roll (3.3 Average Rubric) the **first semester** of the current school year, and the **1st and 2nd 6-week-grading-periods of the second semester**, and maintain good behavior throughout the school year. Students qualifying for the trip are notified after the 2nd 6-week-grading-period of the 2nd semester.

### CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION

C.J.S.F. is the highest honor society. It honors those who maintain high grades throughout middle school. Those who join each of their **three (3) semesters** at Valley Oak become C.J.S.F. seal bearers. A gold seal is placed on their diploma and they are honored individually at promotion ceremonies.

**The advisor will place an announcement in the bulletin regarding each meeting.** Meetings will be held twice yearly, approximately one week after grades are issued. To qualify, a student must have ten (10) points in the subjects of math, literature, English, science, and history each semester.

### AWARDS NIGHT

Academic Awards Nights are held in May to honor outstanding students in all academic areas. Students will be recognized for special projects, participation in various activities and individual achievement. Information will be sent home as to the specific date, time, and place.

### SCHOOL DANCES

Occasionally, after-school dances may be approved by the administration. They are from 3:19 to 4:45 p.m. **Students must be picked-up promptly** to be allowed to attend the next dance. Students who remain on campus after 5 pm will be sent to the after-school program. There is a special eighth grade evening dance held at the end of the school year. **STUDENTS ARE TO FOLLOW THE REGULAR SCHOOL DRESS CODE FOR ALL DANCES.** Students may be excluded from a dance for disciplinary, academic, or attendance problems.

## **ACADEMIC ACHIEVEMENT—EXTRACURRICULAR**

### **EXTRACURRICULAR ACTIVITIES ( AND EXCLUSION OF )**

To be eligible to participate in extracurricular and co-curricular activities, students in grades 7 and 8 must demonstrate satisfactory educational progress in the previous grading period including but not limited to:

1. Maintain a minimum of a 2.3 rubric average on grade level academic standards as indicated on the student's standards-based report card.
2. Maintenance of minimum progress toward meeting middle school promotion expectations and toward meeting high school graduation requirements.
3. Maintain proficient citizenship scores as indicated by the student's rubric score for behavior and academic progress on the standards-based report card.

## **TRANSPORTATION—PARENTAL INVOLVEMENT—CONSEQUENCES**

### **AFTER SCHOOL INTERVENTION**

Students will have the opportunity to attend afterschool intervention if they are not meeting the academic requirements in a particular core academic subject. Before attending their afterschool intervention, parents will receive notification via phone and students will be given a pass to check into the MPR afterschool. Afterschool intervention runs from 3:19 p.m.-4:45 p.m. Transportation is available at 4:45 p.m.

**Valley Oak PULSE Program/activities:** Sports, Intramural Sports, Clubs, Intervention and Homework Help

### **PROMOTION CEREMONY**

Valley Oak Middle School has a Promotion Ceremony at the end of the school year honoring those students who have successfully completed all academic requirements. This ceremony will be held on the school campus. Parents are invited to attend. All bills for lost books and other debts must be paid in the office prior to promotion or students may be excluded from activities. The Valley Oak Parent Teacher-Student Association sponsors a promotion celebration for 8<sup>th</sup> grade students. Dress code for this celebration is the same as other school dances, activities, and the school day. Students must be in attendance the day of the celebration to participate. This celebration is for promoted students only.

To participate in the promotion ceremony and end of year activities, students must:

- ◆ Reach a proficient level (2.3) in the spring semester of all subjects (English, mathematics, science, social science, physical education, and electives.)
- ◆ Maintain a daily attendance rate of 94% throughout the 8<sup>th</sup> grade year.

The site principal may decide to allow a student who does not meet these requirements to participate, given special circumstances.

### **DETENTION**

Teachers will have detention in their rooms when needed. Teachers may have detention for no longer than one hour after school. School administration has the option of assigning lunch/after-school detention as a discipline action.

### **TRAFFIC RULES**

Students walking to school must use extreme caution and walk as far as possible off the roadway. Use a side walk whenever possible. Be especially careful on foggy or rainy days. Remember, the driver's visibility is extremely limited once on campus, students are to report to the blacktop area.

#### **Walk Defensively!**

Bike riders and skateboard riders: Observe the same rules of the road and the same traffic regulations that are applicable to automobiles. Riding double on bicycles is prohibited. Bicycle riders are required **by law** to wear helmets. **Police will cite riders not wearing helmets.**

## **TRANSPORTATION—PARENTAL INVOLVEMENT—CONSEQUENCES**

### **BUS TRANSPORTATION**

Bus transportation is furnished for students living beyond the established walking boundaries of the school. These boundaries are outside a limit of 2.5 miles from school for middle school students. Students are responsible for acceptable behavior to the bus driver. Failure to follow bus rules may result in the student being suspended from riding the bus for a period of time. **Students should know riding the bus is a privilege and may be revoked at any time for misconduct!**

### **PARENT PARTICIPATION**

Valley Oak encourages parent participation. The Valley Oak PTSA meets once a month in the library. You may contact the Valley Oak office for a list of scheduled meetings including dates and times. Valley Oak also encourages parent participation in the School Site Council, PTSA and ELAC Committee. Parents are always welcome on campus but must first check-in with the office and get a visitors pass.

### **LAWS RELATING TO STUDENT BEHAVIOR**

The State Educational Code and the district's disciplinary policy provides that the faculty and administration have the same authority as the parents. Discipline at Valley Oak will be firm but fair. In the District Parent Handbook, which goes home the first week of school, disciplinary guidelines for specific offenses are outlined. **You may also have a copy of these guidelines upon request from the Valley Oak Middle School office.**

### **HARASSMENT**

**Bullying, sexual or other forms of harassment, will not be tolerated at Valley Oak. Any inappropriate comments, regardless of intent, made in reference to an individuals race, gender, sexual orientation or any other protected category will also result in discipline action. Consequences according to the VUSD Student Conduct Code, will be followed. An assembly to explain the different types of harassment, including sexual orientation harassment, will be held at the beginning of the new school year.**

**Cyber bullying is a serious issue that can result in discipline action. Students may be held accountable for statements posted including threats, inappropriate comments/pictures and/or mean & insensitive references.**



**DUE PROCESS****DUE PROCESS FOR SUSPENSION AND RIGHT TO APPEAL**

1. Suspension by the principal/designee, or the Superintendent, shall be preceded by an informal conference which is conducted by the principal or his/her designee between the pupil, and, whenever practicable, the teacher, supervisor, or school employee who referred the pupil to the Principal. At the conference the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his/her defense (E.C. 45911, subsection b).
2. A Principal/designee, or Superintendent, can suspend a pupil without affording the pupil an opportunity for a conference only if the Principal or his/her designee determines that an emergency situation exists. If a pupil is suspended without a conference prior to a suspension, both the parent and pupil shall be notified of the pupil's right to such a conference and the pupil's right to return to school for such purpose. The conference shall be held within two (2) school days, unless the pupil waives the right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. The conference shall then be held as soon as the pupil is physically able to return to school for the conference (E.C. 78911, sub-section c).
3. At the time of suspension, a school employee shall make a reasonable effort to contact the parent or guardian of the pupil in person or by telephone (E.C. 48911, sub-section d).
4. Whenever a pupil is suspended from school, the parent or guardian shall be notified in writing of the suspension (E.C. 48911, sub-section d).
5. The parent or guardian of any pupil shall respond without delay to any request from school officials to attend a conference regarding his/her child's behavior (E.C. 48911, sub-section f).
6. The pupil or pupil's parent or guardian has the right to appeal the suspension to the building principal whose decision will be final.
7. Students remain on suspension through the appeal process. If the suspension is overturned by the principal, all information related to the suspension will be deleted from the pupil's record.

## **DUE PROCESS**

### **DUE PROCESS FOR SUSPENSION AND RIGHT TO APPEAL**

#### Timelines

A suspended appeal to the site principal must be requested within five (5) days following the first day of suspension. In cases where the site Principal was involved in the suspension decision, due to the absence of the Assistant Principal, the appeal request would be logged with the appropriate District Administrator.

The Principal shall hold the appeal hearing within five (5) school days after the appeal request has been logged. The scope of review is limited to the following areas:

- (1) Did the school act without or in excess of its jurisdiction?
  - Was the suspension based on an enumerated suspendable offense? Disciplinary action will be taken if a student's behavior is disruptive to the instructional process or causes a danger to persons or property even though the offense is not defined in the Student Conduct Code.
  - Were the student's acts related to school activity or attendance: while on school grounds; while going to or coming from school; during the lunch period whether on or off campus; during or while going to or coming from a school sponsored activity (E.C. 48900)
- (2) Was the student told why he was being suspended and provided with the evidence that indicates he committed the offense?
- (3) Was there prejudicial abuse of discretion in the suspension decision?
- (4) Is there other relevant or new material evidence which, in the exercise of reasonable diligence, could not have been produced or which was improperly excluded?

If the site Principal overturns the suspension decision, all information related to the suspension will be deleted from the student's record. The decision of the site Principal shall be final.

### **CAUSES FOR RECOMMENDATION FOR EXPULSION**

(per the VUSD Conduct Code)

1. Possessing, selling or furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a specified controlled substance.
4. Committed or attempted to commit sexual assault or committed sexual battery.
5. Possession of an explosive.

## ELECTRONIC DEVICES



### ELECTRONIC DEVICES

The Visalia Middle Schools have developed the following rules and regulations regarding signaling devices (cell phones). Electronic signaling devices shall be turned off during the regular school day. The "School Day" is defined as **the time between a student arriving at school and the close of the regular school day**. *Exception: in the case of a school-wide emergency, phones may be used to contact a family member. However, due to the nature of some emergencies, phone use may be banned.*

Camera phones, cameras, MP3 and electronic games are **NOT** allowed at school.

- **First Offense:** Teacher or staff member will have option to direct student to turn off the device and put it away, or confiscate device and turn it into the office. Student will pick up device after school.
- **Second Offense:** Teacher or staff member will confiscate device and turn it into the office. A parent will then be required to pick up the device - conference with parent may also be required.
- **Third Offense:** Subsequent offenses will result in disciplinary action.

### WIN Academy

Why:

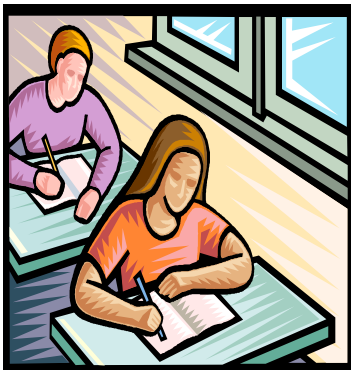
You will have the opportunity to be engaged in learning through teachers from your site, learn what you want, need & build relationships. Each week will be slightly different. Learn different skills through various teachers and lessons. If you want to see specific classes at WIN Academy, ask your favorite teacher to sign up. Teachers can teach anything on Saturdays!

Bonus:

You may also be able to recover an eligible full day absence by attending a session.

### OFFICE DETENTION

Students may serve detention for the following reasons:



1. Excessive tardiness
2. Truancy (cutting class or school)
3. Leaving campus without permission
4. Yard behavior
5. Student discipline

## END OF THE YEAR ACTIVITIES

### End of the Year Activities

Each year, Valley Oak provides students with several end of the year activities and/or trips. Students are required to meet certain attendance, behavior, and academic requirements to be eligible to attend these activities or trips. The special activities planned are: Making the Grade Field Trip, 8th grade Promotion celebration, and 7th Grade Luncheon. All Activities are based on school fundraising profits and can be canceled if funds are not available.

- **Making the Grade Field Trip:**

*Each year, Valley Oak offers an incentive trip for outstanding students. In order to qualify for the trip, students must be on the honor roll (3.4 Average Rubric) the first semester of the current school year, and the 1st and 2nd 6-week-grading-periods of the second semester, and maintain good behavior throughout the school year or have perfect attendance. Students qualifying for the trip are notified after the 5th Marking Period*

- **8th Grade Promotion Celebration:**

*The Valley Oak Parent Teacher-Student Association sponsors a promotion celebration at Visalia Adventure Park for 8<sup>th</sup> grade students. Dress code for this celebration is the same as other school dances, activities, and the school day. Students must be in attendance the day of the celebration to participate. This celebration is for promoted students only.*

- **8th Grade Promotion**

*Valley Oak Middle School has a Promotion Ceremony at the end of the school year honoring those students who have successfully completed all academic requirements. This ceremony will be held on the school campus. Parents are invited to attend. All bills for lost books and other debts must be paid in the office prior to promotion or students may be excluded from activities.*

*To participate in the promotion ceremony and end of year activities, students must:*

- ♦ *Reach a proficient level (2.3) in the spring semester of all subjects (English, mathematics, science, social science, physical education, and electives.)*
- ♦ *Maintain a daily attendance rate of 94% throughout the 8<sup>th</sup> grade year.*

- **7th grade End of the Year Luncheon:**

*On the last day of school, all 7th grade students are provided a free lunch.*

- **Yearbook Party:**

*At the end of the year, yearbooks are distributed during the Yearbook Party. This is an opportunity for students to meet with friends and get their yearbooks signed.*

## COLLEGE/CAREER INFORMATION WEBSITES

### Academic Resources

[www.acinet.org](http://www.acinet.org) – Bureau of Labor Statistics and great career information

[www.act.org](http://www.act.org) – ACT – American College Test

[www.aiccmmentor.org](http://www.aiccmmentor.org) – California's 76 Independent Colleges

[www.anycollege.net](http://www.anycollege.net) – Explore any college per major; student scholarships available regardless of GPA or test scores – 2 drawings per year (\$500 each)

[www.assist.org](http://www.assist.org) – displays report of how course credits earned at community college can be applied when transferred to another college

[www.californiacolleges.edu](http://www.californiacolleges.edu) – a guide to all colleges in California including private institutions

[www.calstate.edu](http://www.calstate.edu) – provides information about the CSU system and links to all 23 CSU campuses

[www.cavhs.org](http://www.cavhs.org) – UC website providing test preparation advice

[www.collegeboard.com](http://www.collegeboard.com) – rich database of information on colleges, careers, scholarships, financial aid, college planning per grade level, registration for SAT I, SAT II, (New SAT info) PSAT, AP, CLEP

[www.collegeboard.com/apstudents](http://www.collegeboard.com/apstudents) – info on AP exams for undergraduate placement

[www.coastlinerop.k12.ca.us](http://www.coastlinerop.k12.ca.us) – lists courses available for students 16 years of age or in 11<sup>th</sup> grade

[www.csummentor.edu](http://www.csummentor.edu) – a comprehensive guide to the California State University's 23 campuses. Provides outreach, preadmission, financial aid, and admission information. Students can create a student planner to guide them in meeting CSU admission requirements

[www.csummentor.edu/filing-status](http://www.csummentor.edu/filing-status) – a ready reference to determine which CSU campuses are accepting undergraduate applications and which majors are open or closed

[www.fastweb.com](http://www.fastweb.com) – scholarship search site

[www.hsf.net](http://www.hsf.net) – Hispanic Scholarship Fund

[www.mdtp.ucsd.edu](http://www.mdtp.ucsd.edu) – practice tests for mathematical analysis and readiness test

[www.mycoolcareers.com](http://www.mycoolcareers.com) – assessment tests and streaming video interviews

[www.myroad.com](http://www.myroad.com) – a personality profile; explore colleges and careers (free for AVID students only)

[www.ncaa.org](http://www.ncaa.org) – athletic information

[www.pathways2.ucop.edu](http://www.pathways2.ucop.edu) – a comprehensive guide to the University of California's 9 campuses

## COLLEGE/CAREER INFORMATION WEBSITES

### Academic Resources

[www.studyabroad.com](http://www.studyabroad.com) or [www.istc.umn.edu/rotary.org](http://www.istc.umn.edu/rotary.org) – gives information studying abroad  
[www.ucop.edu](http://www.ucop.edu) – use a search engine: New exams – gives new eligibility requirements for new SAT  
[www.ucop.pathways.edu/doorways/list](http://www.ucop.pathways.edu/doorways/list) – UC Course Lists  
[www.ucop.edu/sas/elc](http://www.ucop.edu/sas/elc) – ELC information  
[www.universityofcalifornia.edu/apply](http://www.universityofcalifornia.edu/apply) – online application  
[www.ucop.edu/pathways](http://www.ucop.edu/pathways) – comprehensive information about admissions and financial aid  
[www.ucapplication.net.ucap](http://www.ucapplication.net.ucap) – review a sample application  
[www.ucgateways.org](http://www.ucgateways.org) – personal statement tutor  
[www.universityofcalifornia.edu/admissions/apptour](http://www.universityofcalifornia.edu/admissions/apptour) – virtual reality tours of UC campuses

### Financial Resources

[www.admission.uci.edu/ats](http://www.admission.uci.edu/ats) – academic talent search  
[www.csac.ca.gov](http://www.csac.ca.gov) – California Student Aid Commission lists services for college financial aid and for GPA verification  
[www.easi.ed.gov](http://www.easi.ed.gov) – scholarship search  
[www.edfund.org](http://www.edfund.org) – Ed Fund  
[www.fafsa.ed.gov](http://www.fafsa.ed.gov) – guides you in the completion of the Free Application for Federal Student Aid;  
March 2 – last date to file  
[www.fastweb.com](http://www.fastweb.com) – over \$1 billion in scholarships; summer programs, volunteer opportunities  
[www.finaid.org](http://www.finaid.org) – scholarships, financial aid, loans  
[www.free-4u.com](http://www.free-4u.com) – scholarships are grouped by category  
[www.ftc.gov](http://www.ftc.gov) – info on scholarship scams  
[www.gocollege.com](http://www.gocollege.com) – lists scholarships  
[www.sallie.com](http://www.sallie.com) – info on grants and financial aid  
[www.scholarships.com](http://www.scholarships.com) – scholarship information  
[www.ucop.edu/sas/publish](http://www.ucop.edu/sas/publish) – to request *Financing Guide for Students & Parents* (or email a request to [ucpubs@ucop.edu](mailto:ucpubs@ucop.edu))