

# **DIABLO VIEW MIDDLE SCHOOL**

**A California Distinguished School**

**A Gold Ribbon School**

**300 Diablo View Lane**

**Clayton, CA 94517**

**(925) 672-0898**

**(925) 672-4327 (FAX)**

**Diablo View Mascot: Bobcat**

**Diablo View Colors: Royal Blue, White & Black**

**Website: <https://diablovview.mdusd.org/>**

**Homelink Website: <https://net.mdusd.org/parentportal>**

**Follow us on Twitter: @diablovviewMS**

## DIABLO VIEW VISION STATEMENT

- To provide a safe, positive learning environment where we prepare students to become respectful, responsible and ethical citizens.
- Communicate high expectations so that ALL students can achieve their academic potential while nurturing individual talents.
- Develop a learning environment where students, staff and community members are partners committed to lifelong learning.

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics. Questions, concerns or complaints regarding compliance with Title IX student issues, and Title IX employee issues, please contact the Mt. Diablo Unified School District Office at (925) 682-8000. Questions, concerns or complaints regarding harassment, discrimination, intimidation and bullying, please contact the Office of the Superintendent at 1936 Carlotta Drive, Concord, CA 94519, or by phone at (925) 682-8000.

# DIABLO VIEW STUDENT ORGANIZER

## WELCOME TO DIABLO VIEW

You are a member of our Diablo View family and one of our stars. The Diablo View teachers, secretaries, site supervisors, custodians, cafeteria workers, support staff, volunteers, parents and administrators are all working together to make this the best year ever for you. We want to support you in learning, in feeling safe and secure, and in having great educational and social experiences. So, set up a place at home to do your homework, get a good night's rest every night, be a good friend and citizen, lend a helping hand, get involved, use your organizer daily, and have a great year!

### COPY YOUR CLASS SCHEDULE HERE

Period	Subject	Book #	Teacher	Room #
0				
<b>Homeroom/1</b>				
2				
3				
4				
5				
6				
7				

### BELL SCHEDULE – ALL GRADES

Mon, Tues, Thurs, Fri	Wednesday
Homeroom/Period 1    8:35-9:29 Period 2                9:33-10:18 Period 3                10:22-11:07 Period 4                11:11-11:56	Period 1                8:35-9:11 Period 2                9:15-9:51 Period 3                9:55-10:31 Period 4                10:35-11:11
<b>6th      LUNCH    11:56-12:28</b> Period 5    12:32-1:17	<b>6th      LUNCH    11:11-11:43</b> Period 5    11:47-12:23
<b>7th/8th    Period 5    12:00-12:45</b> <b>             LUNCH    12:45-1:17</b>	<b>7th/8th    Period 5    11:15-11:51</b> <b>             LUNCH    11:51-12:23</b>
Period 6                1:21-2:06	Period 6                12:27-1:03
Period 7                2:10-2:55	Period 7                1:07-1:43

## Diablo View Students: Our Core Values

At Diablo View Middle School, we hold a set of CORE VALUES through which we strive to achieve, succeed, and be our best selves. We expect our students to demonstrate these core values in their interactions with adults, peers, and through their attitude and behavior. We believe in each of our students, and know each one can make the world a better place. We also know that they will face and overcome challenges in middle school, and we expect that they will look for ways to be their best.

### Be Respectful

**Self:** Treat yourself with kindness and compassion. Say and do things you are willing to stand behind. Believe in yourself and be true to who you are.

**Others:** Understand that everyone comes to school each day with their own set of lived experiences. Seek to understand those experiences and find ways to show others compassion, *especially* when they have differences from you.

**Community:** Find ways to give back to our community here at DVMS. Look out for your peers, even if they are not your best friends, keep our facility clean, and find ways to bring people together.

### Be Engaged

**Self:** Find what matters to you in your educational journey. Set goals for yourself. **Engage** with your learning, your challenges, and your successes. Reflect on your next steps and how you can improve.

**Others:** Celebrate the successes of others. Support them as they face hardships. Care about their progress and growth.

**Community:** Care about the progress of our school community. Celebrate our collective successes. Engage with our common goals.

### Be Responsible

**Self:** Take responsibility for your actions and words. They belong to you, so own them in a way that creates positive outcomes.

**Others:** You do not control the actions of others. Yet, your actions do and will impact them. Take responsibility for that, and find ways to impact others in a way that helps and doesn't harm.

**Community:** You are a part of a community at DVMS. Take responsibility for your participation in this community. Know that your actions will impact other Bobcats.

## **Diablo View Students: A Focus on Character**

A strong character education program in school, coupled with modeling at home and in the community, provides the essential foundation for students to achieve their personal best. Diablo View, along with Mt. Diablo Elementary, Clayton Valley Charter High and the Clayton Community have embraced "Do The Right Thing" as our consistent community-wide approach to reinforcing strong character traits.

The "Do The Right Thing" Character program creates common language; by using this common language, we will promote a positive learning environment. With the entire community's help and support, we are encouraging our students to embrace these qualities and to apply them to all aspects of their school and community life.

### **"Do The Right Thing"**

#### **INCLUSION:** May/June/July

Reach out to those who are different  
Challenge your assumptions  
Identify your biases

#### **RESPONSIBILITY** - August/September

Doing what I am supposed to do  
Always doing my best  
Being accountable for my choices

#### **RESPECT** – October

Using good manners, not bad language  
Being considerate; honoring the feelings of others  
Dealing peacefully with anger, insults, and disagreements

#### **KINDNESS** – November/December

Being kind to myself, others and the environment  
Helping others in need  
Being forgiving

#### **SELF-DISCIPLINE** – January/February

Practicing self-control  
Setting goals and working towards them  
Striving for personal improvement

#### **INTEGRITY** – March/April

Being reliable, doing what I say I will do  
Building a good reputation  
Telling the truth, even when it's not easy

#### **COURAGE** – May, June, July

Standing for what is right, even if I stand alone  
Resisting negative peer pressure  
Being true to myself

In Clayton....we "**DO THE RIGHT THING!**"

## AWARDS

There are many kinds of awards at Diablo View for academics, school service, good citizenship, effort and improvement. We want YOU to be one of our many award winners this year!

**HONOR ROLL:** Traditionally, over half of our students are on the A or B honor rolls. Every quarter, students are honored for achieving a 3.0 GPA or higher.

**PE AWARDS:** Bobcat Fitness Awards, along with awards for excellence in PE are given yearly.

**STAR STUDENT AWARDS:** STAR Students are recognized for "Doing the Right Thing."

**PRINCIPAL'S LIST:** This program rewards students who do well academically and demonstrate excellent behavior and a strong work ethic. Students must earn a minimum 3.0 GPA, and receive 3 "Quality of work is Excellent", "Effort is Excellent", "Conduct is Excellent", or "Participation is Excellent" comments in at least 3 different courses in 7<sup>th</sup> & 8<sup>th</sup> grade and 2 comments in at least 2 different courses for 6<sup>th</sup> grade and must not have "Effort Needs Improvement", "Conduct Needs Improvement", "Socializing Affecting Grade Performance", "Disruptive Classroom Behavior", "Missing or Late Assignments", "Not Dressing/Participating in PE", "Tardiness Is Excessive/Affecting Grade", and No "F's" on current report card.

**PROMOTION:** Promotion is held on the last day of school. Students with poor behavior, poor attendance and lack of effort in academics, may be excluded from participating in the promotion ceremony.

## ACADEMIC AND CITIZENSHIP STANDARDS

Diablo View's goal is to provide all students with a high quality instructional program appropriate to early adolescents. Report cards are issued quarterly. Conferences regarding student progress may be requested at any time. Parents, students and staff will work together to help the student improve performance. A progress report will be given to all students during the fourth or fifth week of the report card period to alert parents of the student's progress and any possible problems.

**The Honor Roll are based upon grade point averages each quarter:**

**Bronze – 3.0-3.49    Silver – 3.5-3.99    Gold – 4.0**

## PROGRESS REPORTS/REPORT CARDS

Progress reports can be seen mid-quarter for all students in HomeLink. **The purpose of the progress report is to alert parents if a student is in danger of failing a class.** A mark of "P" indicates that a student is currently earning a passing mark and is not in danger of failing. At the discretion of the teacher, the mark may reflect the current letter mark. Report cards and progress reports can be seen in HomeLink, and the Quarter and Semester report cards will be mailed home.

## **HOMEWORK EXPECTATIONS & POLICY**

Homework is important for reasons that are obvious and reasons that are not obvious. The more obvious aim of homework is to reinforce and strengthen skills taught in class, extend learning experiences or preview concepts to be covered in class. Attention to homework can assure your student's academic progress and growth. In addition, homework can provide the opportunity for students to develop essential emotional and behavioral skills that they will need to successfully navigate through their education and complex demands of adult life. These skills include responsibility, autonomy, perseverance, time management, initiative, self-reliance, and resourcefulness.

Homework should be an average of 60-105 focused and productive minutes per evening in the core academic subjects including math, science, history and English. Some elective classes such as band or foreign language are in addition to the 60-minute time frame. Special projects may require additional time. Independent reading is vital to a student's academic growth and should be a minimum additional 20 minutes. If a student is consistently spending more time on homework, it is important to communicate your concerns with the teacher.

- Establish a consistent homework routine.
- Show interest in your child's homework. Ask, "What was the most interesting thing you did tonight?" (If that does not work, ask, "What was the hardest thing you did tonight?").
- Do not forget the long-range assignments. Otherwise, you will be stuck while your child puts together a science project at 2 a.m.
- Praise your child for their hard work. It is important for kids to see that their effort pays off. Say, "You did well on your spelling test because you studied every night".
- Ask to see grades on homework assignments. Look at the teacher's comments. Talk to the teacher if you have questions about the assignments or the grade.
- If your child has a regular problem with homework, talk to the teacher. The teacher needs to know if homework is too hard...or too easy.

### **HOMELINK**

Access to student's grades and attendance are available through the MDUSD HomeLink. To use HomeLink:

- Pick up the HomeLink letter with the secure codes from the DVMS Office if you do not already have one.
- Visit the website <https://net.mdusd.org/parentportal>
- Follow the instructions for creating an account. You will also find answers to frequently asked questions and other helpful information.

## HOMWORK EXPECTATIONS & POLICY CONTINUED

### MAKE-UP WORK:

1. It is the student's responsibility to complete and present assignments on time.
2. It is the student's responsibility to request make-up work from all teachers.
3. Parents may call the office to request homework.
4. Students are allowed one day to turn in work for each day of an **excused** absence. (See definition of excused absences on page 9).
5. Students need to check Google Classroom and Homelink when they are absent to make sure they are keeping up with their work.

On time completion of homework is important to maintain academic progress. Students are responsible for communicating with their teachers and reaching agreed upon deadlines for missing work. Students shall receive credit for work that is completed late.

**Make-up work for suspended students:** Students who are suspended are permitted to make-up work they miss. Students are required to complete the work they missed during suspension and, if incomplete, this will impact their grade. Students who are suspended are advised to communicate clearly with their teachers in order to find out what they are missing academically.

**Making Up Missed Points in PE:** For any absence where a student is not in class or out for a medical reason and cannot participate they must do make-up work. The student is responsible to make up the work within one week from the absence or injury to earn credit. A student can do one of the following to earn their credit.

1. Exercise for 1 hour – Handing in a piece of paper stating what it was they did for exercise outside of school, how long, the date and a parent signature.
2. Nutrition Log – Hand in a piece of paper stating all things eaten in a day and set an improvement goal on what they would like to do next time.
3. Athlete/Personal Biography – Write a 1-2 page essay on an athlete describing some things about that person or writing about themselves and what they have accomplished in life.
4. Read a health article – Write a ½-page summary about the article and include a question on something you would like to learn more about. (Clipping the article from a newspaper, magazine or the Internet)

**Independent Study:** Occasionally situations arise that are unavoidable and necessitate a student's absence. If your child expects to be absent for **three (3) consecutive school days but not more than 10**, the student may apply for an Independent Study Contract. Independent study is a contract, which involves requesting work from all teachers. Full credit is provided if work is turned in by a specified date. **Email all teachers and please see our attendance secretary, at least TWO weeks before** the anticipated absence for the application. **On the morning of the first day back to school, ALL assignments must be turned in to the attendance secretary BEFORE SCHOOL.** If the student does not complete the work, credit will **NOT** be given.



### **ATTENDANCE INFORMATION**

Satisfactory school progress is dependent upon regular attendance. Parents are encouraged to call the school on the day their student is absent. **It is the parents responsibility to clear student absences within 72 hours of the absence or the student will be considered truant** (absence without valid excuse – see below). If a parent writes a note to clear an absence, the student must bring it into the office **before** school. Students who will be absent for more than one day may get their assignments from Homelink/ Google Classroom.

**Unexcused Absence reasons include:** Family vacations or events, sports events, doctor appointments for someone OTHER than the student, transportation issues

**Excused Absence reasons include:** Illness or injury of the student, or serious illness which necessitates the absence of the student, student attendance at a medical, dental, optometric, or chiropractic appointment, student attendance at a funeral service for an immediate family member, appearance in court, observance of a holiday or ceremony of his/her religion.

**ATTENDANCE FUNDING:** School does not receive funding for student's attendance for any reason. Absences over 10 days are considered excessive. Excessive absences may subject your student to a school level (SART) Student Attendance Review Team meeting and/or (SARB) Student Attendance Review Board at the district office.

**TRUANCY:** The following are considered truanancies:

1. Being absent from school without the knowledge and consent of the parent.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.
4. **Any absence not cleared by a parent/guardian within 72 hours.**

### **PERMITS TO LEAVE CAMPUS**

Students may **not** leave campus during the school day without a permit to leave. The following procedures outline the steps to follow when obtaining a permit to leave and return to school.

1. Your student can bring a signed note to the office **before school** to receive a permit to leave slip, call the office, or email [dvmsattend@mdusd.org](mailto:dvmsattend@mdusd.org).
2. **The office requires at least 1-hour notice if you do not send a note in the morning with your student.**
3. When picking up your student early, come to the attendance window with your ID and cellphone. Your cellphone will be used to access the QR code to sign your student out.
4. Report to the office for a pass to class when your student returns to school.
5. **Please avoid picking up your student during the last 15 minutes of the school day.**

## STUDENT SUPPORT SERVICES

**Counseling Support:** Diablo View has a counselor on campus that provides academic and social-emotional counseling support. If students would like to meet with their counselor please contact their counselor to set up an appointment.

Mt. Diablo Unified offers alternative district program assistance to pregnant and parenting students. For more information, students should contact their counselor. Lactating students will be reasonably accommodated and will not incur academic penalties as a result of this activity.

**Parent/Teacher Team Conferencing:** Teacher teams meet with parents and students to discuss concerns. Contact your student's teacher or the administration to arrange a conference.

**CARE Team Referral:** The school has a CARE team that conducts meetings based off of teacher referrals on a monthly basis. If your child is referred to the CARE team, we will notify you and let you know what interventions we would like to try with your student.

**Student Success Team (SST):** Students who are having difficulty with behavior, academics or other school related problems may be referred to the Student Success Team (SST). A parent/guardian, teacher, or administrator may refer students.

**Planners:** During the first week of school, every DVMS student will receive a planner with school information. Planners are used daily to record assignments, projects, and important dates throughout the year. Parents should review planners weekly with their students. Students are responsible for adding information to their planners.

**Class Work:** Assignments and dates are posted in each classroom. Please check with each teacher for their classwork and homework policies.

**HomeLink:** HomeLink provides you with your child's grades, attendance, class schedule, homework assignments, special projects, and teacher contact information. HomeLink is a great liaison between school and home; please check it frequently.

**Google Classroom:** Google classroom is an excellent resource that will keep you in the loop about what your students are completing. Remind your student to check it regularly and make sure to check it if you have questions about work.

**School Information:** Announcements of upcoming events and important dates are posted daily under the heading "Daily Bulletin" on our school website: <https://diabloview.mdusd.org/>.

### **ANNOUNCEMENT OF NONDISCRIMINATION**

The Mt. Diablo Unified School District does not discriminate based on race, color, national origin, gender, disability, age, marital status or religion in any of its policies, practices or procedures. For the complete statement, please refer to the Mt. Diablo Unified School District Parent information Packet, which is on our district website.

## UNIFORM COMPLAINT PROCEDURE

These procedures are meant to give guidance to anyone who wishes to lodge a complaint alleging that the district has violated federal or state laws and regulations governing educational programs or a complaint alleging discrimination. For the complete statement, please refer to the Mt. Diablo Unified School District Parent Information Packet.

## SAFETY

### Fire Drill Procedures

Fire drills are required by law and will be held monthly. The fire drill alarm is a **very** loud intermittent sounding of the bells. When the fire drill alarm sounds during class time, the following procedures should be followed:

#### Students Should:

- Stop work immediately, leave books and other materials and form a single line at the door inside the classroom.
- The teacher will make sure that all students know their prescribed evacuation route and assembly area and tell the students when to leave the classroom. The teacher shall be the last one to leave the classroom and will close the door.
- Students shall walk, single file to the assigned assembly area and remain in an orderly group with their class. Upon arrival at the assigned assembly area, the teacher will use the class roll to check the presence of each student in that class.
- Physical Education classes on the play field will stop activities immediately and assemble in an orderly formation under the supervision of the teacher.

### Earthquake Procedures (Duck & Cover)

- When an earthquake occurs, all students and staff will drop and seek cover under a desk or table with their backs to the windows until all the shaking stops or until given other directions by those in charge.
- When students or staff are outside, they are to move away from tall buildings, poles, wires, or items that can topple and wait for further instructions.
- Earthquake drills will be held during the school year.

### Intruder Drill

- Staff will follow the Diablo View Emergency and Safety Plan.
- Students must follow the directions of the teacher.
- Students should report to the nearest classroom or building if outside of the classroom.

### Pipeline Safety Plan:

- Diablo View is located adjacent to a crude oil pipeline.
- In the event of a pipeline accident, the school will evacuate to the community park.

## THINGS TO KNOW

### MEDICATIONS ON CAMPUS

Staff members are not permitted to dispense any kind of medication to a student without a signed "Authorization to Administer Medication During School Hours". This form needs to be completed by the parent and physician. **All medication must be kept in the office.** The parent and physician must update this form at the beginning of each school year. It is the responsibility of the student to come into the office and take his/her medication as needed under the supervision of office personnel. Students with minor injuries should get Band-Aids from their classroom teacher. **Students should only carry medications that they have a physician's order to carry (for instance, for inhalers).**

### STUDENTS THAT GET SICK DURING THE SCHOOL DAY

Students who become ill at school will be asked to call home from the office, **and should not call or text from their personal cell phones,** and have their parents come and pick them up. If we cannot reach the parent, we will keep the student in the office or send him/her back to class if possible. **Parents...please do not text or call your student on their cell phone while they are in school. Please call the school office at (925) 672-0898 if you need to contact your student during the school day.**

### CELLPHONES, SMART WATCHES & MESSAGES FOR STUDENTS

Cell phone/smart watch use is not permitted on campus except after the dismissal bell. Cellphones/smart watches are to be kept in the student's backpack during the school day and must be turned off. Cellphones/smart watches "seen", "heard", or "used" during school hours will be confiscated. 1<sup>st</sup> violation the student can pick up the phone after school. 2<sup>nd</sup> violation, a parent must come and sign for the phone. 3<sup>rd</sup> violation, a parent must come in and sign for the phone and that student will have to turn their cell phone into the office every morning before school.

To reach your child during the school hours, please call the office. **Your child should always come to the office to make the call home.** Please keep student messages to a minimum by planning with your child to arrange for afternoon care, car pools, medical appointments, rainy days, or other needs before coming to school.

### HALL PASSES FROM CLASS

Time out of class should be kept to a minimum. Students who are out of the class must wear the classroom's lanyard hall pass.

### **BATHROOM PASSES & USE**

Each quarter, every student receives a bathroom pass with 15 “trips.” Bathroom passes need to be used wisely as they will not be replaced. All students will need to sign out and back in when using the bathroom during class time. When a student requests to use the bathroom during class time, the teacher will mark off a trip on the pass and the student must sign out of class.

### **WELLNESS CENTER PASSES**

Each quarter, every student receives a Wellness Center pass on the back of their bathroom pass with 15 “trips.” Students will be allowed to leave the classroom to visit the Wellness Center for up to 15 minutes. Students may not go to the Wellness Center during the passing period. Students must check in with their teacher before going to the Wellness Center. The Wellness Center will be open during Lunch with no need for passes to be used. Students will just need to sign-in during that time.

### **STUDENT USE OF TECHNOLOGY**

Students are expected at all times to treat computers and software with respect and in accordance with guidelines formulated by their teachers, the school and state and federal laws. Students and parents must sign a “user contract” detailing expectations for responsible use or school internet. Chromebooks are intended for academic purposes and should only be used under staff instruction. Students are not to use chromebooks during lunch. Additionally, students are monitored on the computers through our monitoring software, GoGuardian. Teachers are able to track the websites students are using. Administrators also receive Bark Alerts, which track student use of Google platforms and provide notifications about inappropriate content.

### **CHROMEBOOKS**

Students are responsible for maintaining and utilizing their designated chromebook throughout the school year. Students need to charge their chromebooks each night and come prepared the next day to do work on the device. In the event that students need to borrow a chromebook for the office, they must return it the same day.

### **TEXTBOOKS**

Students are responsible for textbooks that are checked out to them. If books are not returned, lost or damaged, the school will charge replacement costs.

## **LIBRARY**

Students may check out books from the library with the office staff. The library is also open every Thursday at lunch. Students must provide their Student ID to check out books.

## **CAFETERIA SERVICES**

The cafeteria serves breakfast and lunch daily. Students will eat outside and are responsible for cleaning up after themselves through use of the recycling and trash receptacles.

## **LUNCH PROCEDURES**

All teachers review lunch procedures with students on the 1<sup>st</sup> day of school. The following rules should serve as a reminder to students and are informational for parents:

- The number one rule is to respect all adult supervisors and follow their directions promptly and courteously without argument.
- Do not cut in line, save places or buy food for others.
- Place backpacks in the designated area. For most students, this means in the class they report to after lunch. (Students may not go into backpacks after dropping them off).
- Students are not allowed in the wings during lunch period.
- Stay off the stage unless given permission by staff members.
- Do not throw things, run, shout or use inappropriate language at any time.
- Students are to follow directions of the campus supervisors, custodian and all school staff.
- **REMEMBER: ALL STUDENTS ARE RESPONSIBLE FOR CLEANING UP AFTER THEMSELVES.**

## **FOOD ON CAMPUS**

There is no eating in the classroom (teachers may use discretion for special events). We are committed to a clean, attractive campus. Please use trash containers and help keep our campus clean. No glass containers or bottled drinks may be brought to school. **GUM CHEWING IS NOT ALLOWED ON CAMPUS.**

## **BUYING/SELLING**

No items are to be bought or sold without the consent or written approval of the principal. Items will be confiscated without consideration for monetary loss.

## **BIRTHDAY RECOGNITION**

We do not allow birthday celebrations at school. Balloons, flowers and/or presents are a distraction and must be left in the office during school hours. Cake, cookies, cupcakes or any other food for birthday celebrations are not allowed. If you would like to recognize your child's birthday, you can contact the office and for \$10.00, we will wish your child a happy birthday on our marquee.

## **FORGOTTEN ITEMS**

We will send a note to your student to pick forgotten items up in the office between classes or at lunch. Please work with your students to develop strong organizational habits so they are prepared for the school day.

## **PERSONAL PROPERTY AT SCHOOL**

**The school is not responsible for damaged, lost or stolen personal property of any kind.**

- Students are responsible for their personal property. During PE class, students will be allowed to lock up their belongings. Locks are to be removed at the end of class.
- Valuables or large amounts of money should never be brought to school.
- Scooters and bikes need to be locked up and attached to the bike rack and skateboards need to be stored in the office or a classroom.
- Items not necessary to instruction should not be brought to school. This includes but is not limited to: any toy weapon, laser pens, ear pods, cameras, permanent markers, white out correction fluid, aerosol products including deodorant, perfumes and hairspray, trading cards, toys, stuffed animals, balloons and blankets as well as other unnecessary items. Such items will be confiscated and returned only to the parents or guardians.

## **SCHOOL SAFETY**

While on campus, students should walk on pathways. Running is not allowed on campus.

- Bicycles must be walked on school grounds at all times for the safety of both walkers and riders. Bicycles and scooters must be parked in stands and locked securely.
- Students must walk within crosswalks when crossing roadways. Short cuts through the parking lot are unsafe and not permitted.
- In order to make the office entrance accessible, students will be expected to wait for the first period beyond the circled area surrounding the silo entrance.

## **FIELD AND OUTSIDE BASKETBALL COURT PROCEDURES**

- The field and outside basketball courts are off limits without visible adult supervision.
- Kicking balls of any kind is not allowed on the courts.
- Football and soccer are not allowed on the courts at any time. Use the grass areas for football and soccer.
- No cutting in on courts. Balls and courts are on a first come first served basis.
- No Food is allowed on the basketball courts. Water only.
- Use appropriate language while on the courts. Inappropriate language and behavior, can lead to loss of courts privileges.

## STUDENT INTEGRITY

**Detention:** A student may be held after school for disciplinary or other reasons. Twenty-four hour notice must be given for detentions longer than 15 minutes after school. Exceptions may be made with parents' consent. The student and parent when given 24-hour detention notice must make transportation arrangements. **THE DELIVERY OF A WRITTEN NOTICE TO STUDENTS OF DISCIPLINARY ACTION SHALL CONSTITUTE PARENT NOTIFICATION.**

If a student receives a lunch detention slip in the morning, they are to report to the office. Students are responsible for picking up their lunch prior to detention and reporting to the detention room. If a student does not show for detention, they will receive an additional one. In some cases, teachers may choose to hold their own lunch detention in their room. This can be determined at the discretion of the teacher. If a student is chronically receiving detentions, this will result in a referral to a school administrator.

**Tardies:** If a student is late for class three times, they will receive a detention for being tardy. After that, students will receive an automatic detention for any tardies. Students are tardy if they are not in their seat when the final bell rings for the period.

**Plagiarism/ Cheating Policy:** To ensure that each student is evaluated only based on his/her own efforts and abilities, cheating will not be tolerated. Students who plagiarize copy or provide assignments to another for copying will earn a zero with NO CHANCE for make-up. Any student caught cheating on a test; quiz, project, etc. will also receive a zero for the work.

**Suspension and Education Codes:** Effective January 1, 2002 new categories of the Calif. Ed. Code Section 48900 & 48915 were enacted into law. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension. In other words, bullying, harassing, encouraging, coercing, or talking another student into a fight or assault and battery is grounds for suspension.

**Sexual Harassment Prohibited:** The Board of Education of the Mt. Diablo Unified School District has adopted a policy prohibiting unlawful sexual harassment of or by any student. Please review the district parent handbook for a definition of the policy and the procedure for filing a complaint. Parents and students are required to sign a policy agreement yearly.

**Zero Tolerance For Drugs And Weapons:** The Board of Education of the Mt. Diablo Unified School District has adopted a zero tolerance policy for weapons and drugs. The policy will be strictly enforced. Please review the district parent handbook for a definition of the policy and procedures. Parents and students are required to sign a policy agreement yearly. **Non-Compliance with the above items will result in consequences up to and including suspension and/or expulsion.**



**Anti-Bullying Policy:** Our school district believes that all students have a right to a safe and healthy school environment. To that end, the District, schools, and community have an obligation to promote mutual respect, tolerance and acceptance. The District will not tolerate behavior that infringes on the safety of any student protecting them from physical or emotional harm. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact such as hitting or shoving, verbal assaults, or an electronic act and social isolation or manipulation. Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds or images on the internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. This policy applies whenever a student is on school grounds, traveling to and from school or a school sponsored activity, during the lunch period whether on or off campus. Violation may be subject to disciplinary procedures up to and including expulsion.

**Racist Language:** Diablo View Middle School does not condone or tolerate racism in any capacity. We expect students not to use any racist language or slurs and to demonstrate inclusiveness and decency towards others.

**Searches:** According to Mt. Diablo Board Policy 5145.2, if there is reasonable suspicion that you are in possession of inappropriate items, property belonging to others, or dangerous or illegal items on campus, an administrator may conduct a search.

**Police Reports:** The school staff works closely with the local police departments. Cases involving theft, assaults, weapons, threats to staff members, and illegal substances, etc., are reported to the Clayton Police Department. Parents are notified when police reports are made involving their children.

## **DRESS CODE**

Certain body parts must be covered for all students at all times. Clothes must be worn in a way, such that all private body parts, and undergarments are fully covered with opaque fabric. DVMS encourages students to express their individuality within the following parameters.

Students **Must** wear:

- Clothing that covers all reproductive anatomy, including breasts, genitals, and buttocks with opaque fabric.
- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND shoes.
- Closed toed shoes fit for exercise during PE.

Students **May** wear:

- Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Teachers may ask students to remove their hats upon entering the classroom.
- Religious headwear.
- Hoodie sweatshirts must have the face and ears visible to school staff, and while in a classroom setting, the hood may not be worn.
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”.
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps.
- Athletic attire.

Students **May Not** Wear:

- No bare midriffs or clothing that is transparent and allows for areas that are to remain covered to be seen
- No strapless shirts such as ‘tube tops’.
- Violent language or images.
- Images (logos or pictures) or language, slogans, or suggestive statements depicting gangs, violence, sex, drugs, cigarettes, e-cigarettes, vape pens, or alcohol (or any illegal item or activity).
- Hate speech, profanity, vulgar and/or obscene language, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Swimsuits.
- Bras may not be worn as a shirt.
- Slippers.
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

\*\*Administrative discretion may be used for dress code, which disrupts the learning process of students.

## **DIGITAL CITIZENSHIP**

Diablo View Middle School believes that the best way to prepare our students for their digital future is to have them practice using online tools appropriately.

### **Respect and Protect Yourself**

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and never post personal information.
- I will only post text and images that are appropriate for school.
- I will know who I am sharing my files with (keeping them private, sharing with teachers and classmates or posting them publicly).

- I will always log off before leaving a computer.
- I will immediately report any inappropriate behavior directed at me to my teacher, librarian, counselor, or other adult at school.

### **Respect and Protect Others**

- I will not use online tools to bully or harass other people.
- I will not log in with another student's username and password.
- I will not trespass into another student's network folder, documents, files, or profile.
- I will not disrupt other people's ability to use school computers.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at my fellow students to my teacher, librarian, counselor, or other adult at school.

### **Respect and Protect the Learning Environment**

- I will limit my web browsing at school to school research or personal research similar to that which I would do in class.
- I will not visit inappropriate websites.
- I will not play games on school computers without specific teacher instructions.
- I will not send or read instant messages or participate in online forums or chat without specific teacher instructions.
- I will only send and receive school related emails.
- I will not change computer settings and displays including cursors, background images, and screensavers.

### **Honor Intellectual Property**

- I will not plagiarize. Plagiarism is presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgement.
- I will cite any and all use of websites, images, books, and other media.

Failure to follow these rules will have consequences that may include loss of computer privileges, detention, and possible suspension.

Parents and students can find helpful resources at:

<https://www.commonsense.org/education/digital-citizenship>