

# Ocean View School District

## Mesa View Middle School Handbook

2024-2025

**Achieving Excellence**



### **Mesa View Middle School Vision Statement**

*Through innovation and collaboration, Mesa View Scholars will be lifelong learners who take pride in their relationships, community, and success at school.*

# OCEAN VIEW SCHOOL DISTRICT

17200 Pinehurst Lane  
Huntington Beach, California 92647  
(714) 847-2551

## **BOARD OF TRUSTEES**

Mr. Jack Souders, President

Mrs. Patricia Singer, Vice President

Mrs. Gina Clayton-Tarvin, Clerk

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Dr. Michael Conroy District Superintendent

Keith Farrow Assistant Superintendent, Administrative Services

Dr. Julianne Hoefler Deputy Superintendent, Human Resources

Dr. Alice Lee Assistant Superintendent, Educational Services

## **OCEAN VIEW SCHOOL DISTRICT MISSION STATEMENT**

*We hold high expectations for all students through rigorous and relevant educational experiences that support and guide them to become responsible, ethical, productive, and involved citizens.*

# MESA VIEW MIDDLE SCHOOL

## Student Planner 2024-2025

**Address:** 17601 Avilla Lane, Huntington Beach, CA 92647

**Telephone:** 714.842.6608  
**Absence Line:** 714.596.7087  
**FAX:** 714.842.8798  
**School Website:** mesa.ovsd.org  
**Instagram:** @mesavieweagleshb  
**Aeries Portal:** portal.ovsd.org

**Office Hours:** 8:00 a.m. – 4:00 p.m.

### STUDENT/ PARENT ACKNOWLEDGEMENT

We have reviewed the information in the Student Planner.

**STUDENT NAME:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_

**PARENT SIGNATURE:** \_\_\_\_\_

## Class Schedule

| Period | Subject | Teacher | Room |
|--------|---------|---------|------|
| 1      |         |         |      |
| 2      |         |         |      |
| 3      |         |         |      |
| 4      |         |         |      |
| 5      |         |         |      |
| 6      |         |         |      |
| 7      |         |         |      |

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## BEHAVIORAL EXPECTATIONS

### 3 R's

#### **BE REFLECTIVE**

#### **BE RESPECTFUL**

#### **BE RESPONSIBLE**

We expect all students to behave in a positive and respectful manner. The staff at **Mesa View** is dedicated to guiding students by:

1. Rewarding acceptable and exceptional behavior.
2. Assisting students in changing inappropriate behavior through consistent guidance and appropriate consequences.

The philosophy of the discipline program as follows:

1. The goal of addressing inappropriate behaviors is to change the behavior while maximizing class time and continuing to include the student in our class and school community.
2. All students can behave appropriately if they are explicitly taught behavioral expectations and pro-social behaviors.
3. Each student must accept responsibility for his or her own behavior.
4. Students contribute to the creation of a positive learning environment
5. Parents have the obligation to participate in and support the school's discipline program, while preparing their child to demonstrate the 3R's each day.

**\*See PBIS Matrix in Appendix A**

## ATTENDANCE

**Mesa View Middle School begins at 8:30 AM and students may not arrive prior to 8:10 AM.**

**PLEASE CALL THE ABSENCE LINE (714-596-7087) BY 9:00 am THE MORNING OF THE ABSENCE TO REPORT AN ABSENCE.**

### ATTENDANCE

Regular attendance is important to each student's education and a vital factor in academic success. Therefore, students are expected to come to school on time on all days they are able. If a student is simply not feeling well, and is not sick from a strong cold or fever, he/she should attend school. Student supervision begins at 8:10 am daily, therefore, students are to be on campus no earlier than 8:10 am. Students are expected to remain on campus and in their assigned classes during school hours. Students not in their assigned area of campus are considered Truant. Students are to leave the campus immediately following dismissal unless participating in a school-approved function. Students are

considered to be under the jurisdiction of the school from the time they leave their home in the morning until they return home that afternoon.

All absences require verification from the parent or guardian. All students returning from an absence which has not been verified must bring a note to school upon their return. This note must state the following: absence date(s), reason for absence, name of student and parent signature.

Students who have been to a medical, dental, optometric, or chiropractic appointment MUST provide a note from the doctor in order for the absence to be excused. When a student has had 10 absences in the school year for illness verified by a parent, any further absences for illness shall be verified by a physician.

Please note that missing 30 minutes or more of class time at any point during the school day requires an absence verification.

Excused Absences are absences due to illness, medical, dental, optometrical, or chiropractic appointments, court appointments, attendance at the funeral service of an immediate family member, quarantine under the direction of a county or city health officer, observance of a religious holiday, or time spent with an active duty immediate family member, attendance at a naturalization ceremony, cultural ceremony, or political event.

**Excused absences are marked as absences, but are excused, not unexcused.**

Unexcused Absences include personal reasons, vacation trips, shopping, transportation breakdown, family celebrations, missing the bus, and oversleeping.

Students who leave school early Appointment verification must be given to the office for the absence to be excused.

**Students may not participate in after school activities on the day of an absence.** These activities include but are not limited to dances, sporting events, extracurricular activities, and field trips. Students are held accountable for all assignments and lessons given during absences.

### TARDIES

Students who are not in class by the time the bell is finished ringing are considered tardy. Students who are tardy must go to the office and complete a tardy form. The white portion of the form should be shown to the student's teacher prior to being admitted to class. Oversleeping, missing the bus, returning home for something the student forgot, traffic, etc., are NOT excused. Tardiness applies for all classes. Ocean View semester tardy policy is as follows:

- 1<sup>st</sup> Tardy: Teacher warning
- 2<sup>nd</sup> Tardy: Teacher parent contact
- 3<sup>rd</sup> Tardy: Teacher detention and parent contact

- 4th Tardy: Teacher referral to office & 1 hour ALC detention after school
- Each tardy thereafter may result in 1 hour ALC detention after school.
- Students who are habitually tardy or truant may be referred to the School Attendance Review Board (SARB)

### **ATTENDANCE INTERVENTION**

Attendance intervention is used with families of students with excessive absences/tardies. The school will first use its own resources to correct student attendance problems. These may include conferences with an administrator, detentions, Friday School or a School Attendance Review Team (SART) contract. The school will notify families of attendance concerns through Attendance Letters when students have accumulated 5 and 10 excused absences or 3 and 5 unexcused absences in one school year. Students with patterns of poor attendance that the school cannot correct will be referred to the School Attendance Review Board (SARB) where District representatives along with the school administrators will create a contract to assist the student in improving attendance.

Failure to improve student attendance could lead to a student change of placement or criminal consequences.

### **INDEPENDENT STUDY**

We ask that you bring your student to school on time each day and plan family vacations during school vacation days. If time away from school is unavoidable and students are expecting to miss a minimum of three consecutive days and a maximum of fourteen days of school, the parent should contact the front office 2 weeks in advance. The student will receive an Independent Study Contract so that the student's academic program is not interrupted. Upon successful completion of the work as assigned in the Independent Study, the absences will be recorded as "excused". If the work assigned is not completed or not completed satisfactorily, the student's absences will be recorded as "unexcused".

### **WITHDRAWAL OR TRANSFER OF STUDENTS**

The parent or guardian of the student who is withdrawing or transferring should come to the school office stating where the student is moving, the last attendance date, and if known, the school the student will attend. A clearance sheet must be signed by the student's teachers and the librarian and returned to the office prior to leaving the school. All property must be returned before a transfer card will be issued by the office.

## **TRANSPORTATION**

### **BICYCLES, ebikes, SKATEBOARDS AND SCOOTERS**

Students may ride bicycles, ebikes, skateboards and scooters to school as long as they do so in a responsible

manner. Skateboards, scooters, bikes and ebikes are not permitted for use on school property before, during, or after school hours. In addition, they are to be walked across the crosswalks. State law requires all students to wear helmets securely fastened on the head. The Huntington Beach Police Department may issue fines for violations. All bicycles, skateboards and scooters must be locked to the racks in the designated enclosures. Gates are locked at 9:00 a.m. and opened again at 2:30 p.m. Every precaution is made to ensure the safety of student property parked on school grounds during the school day. However, the school cannot be held financially liable should bicycles, skateboards or scooters be damaged or stolen. Gates are not locked after school hours so student property should not be left overnight.

### **BUS TRANSPORTATION**

To help ensure student safety Ocean View School District expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus. Students may be denied the privilege of riding the bus due to disorderly conduct or defiance behavior on the bus.

Students must present an approved school bus pass upon loading the bus from school and scan the pass as they get on and then again as they get off the bus.

These are issued by the school upon completion and approval of a district bus application. Students desiring to leave the bus at other than their regular destination must have prior written approval from parent and a temporary bus pass from the office. No pupil may ride a bus other than his/her assigned bus without first presenting a written note from a parent to the school office, who will issue a temporary bus pass upon approval. There is a \$10.00 replacement fee for lost or damaged bus passes. A referral is issued for a violation of the bus rules. Referrals may result in disciplinary action including detention or suspension as determined by the principal, assistant principal and Director of Transportation. Students must bring the referral back to the school office signed by his/her parent before the student may resume riding the bus. Students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students. (5 CCR 14103) According to the State Education Board, Section 1085, "pupils transported in a school bus shall be under the authority of the driver of the bus. Continued disorderly conduct, or persistent refusal to submit to the authority of the driver shall be sufficient reason for the pupil to be denied transportation."

## ACADEMICS



### CITIZENSHIP & WORK HABIT GRADES

Students' academic performance is directly related to student work habits, behavior, and attendance. Student work habits and behavior should always enhance the learning environment. Therefore, a student's work habit and citizenship marks are reflective of multiple/chronic characteristics as defined by the following:

#### WORK HABITS

##### Outstanding (O):

Exceeds expectations including, but not limited to:

- Excellent quality and effort
- Frequent participation
- Takes responsibility for academic performance

##### Satisfactory (S):

Maintains expected standards at school including, but not limited to:

- Completes and turns in work on time
- Good quality/effort in work
- Prepared with materials for class

##### Needs Improvement (N):

Fails to meet expected standards after parent contact by teacher including:

- Inconsistent work completion
- Poor quality of work and effort
- Frequently unprepared for class

##### Unsatisfactory (U):

Fails to show a change in work habits as outlined in "Needs Improvement" even after parent contact by the teacher.

- Missing Assignments

#### CITIZENSHIP

##### Outstanding (O):

Exceeds expectations including, but not limited to:

- Demonstrates initiative to contribute to the classroom culture
- Positive role model
- Academic honesty

##### Satisfactory (S):

Maintains expected standards at school including, but not limited to:

- Demonstrates respectful behavior towards all
- Follows school/classroom rules
- Respects school property

##### Needs Improvement (N):

Fails to meet expected standards after parent contact by teacher including, but not limited to:

- Disruptive/defiant behavior
- Does not follow school/classroom rules

#### Unsatisfactory (U):

Fails to show behavioral change as outlined in "Needs Improvement" even after parent contact by teacher. Example:

- Excessive disruptive/defiant behavior
- Repeatedly not following school/class rules

#### HOMEWORK

The goal of homework is to develop student self-discipline, responsibility, and lifelong learning habits. Homework is intended to be a purposeful, meaningful extension of classroom instruction leading to increased student achievement. Homework should not exceed approximately 10 minutes per grade level per day, and is expected to be completed independently by the student. Staff also encourages 20 minutes day of recreational reading. The staff recommends that each child have a consistent daily study time at home. A quiet, well-lit place should be set aside to work on his/her assignments. **Parents should examine this Student Planner each evening to check their child's assignments.**



Teachers communicate homework expectations and how it relates to their grade in their course and grading description. Assignments are communicated with families using one or more of the following methods:

- Student Planner
- Aeries Portal
- Websites/Apps
- Monthly, chapter, or unit assignment sheets

#### MAKE-UP WORK

Students are given the opportunity to make up all missed assignments and tests that can be reasonably provided because of an excused absence. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full earned credit for work satisfactorily completed within a reasonable period of time after returning from an excused absence. As a general policy, a student is allowed one day to complete make-up work for each day absent. **It is the responsibility of the Student to ask for make-up work.**

#### REPORT CARDS AND PROGRESS REPORTS

Report cards and progress reports are made available after each grading period on the Aeries Portal ([portal.ovsd.org](http://portal.ovsd.org)). If parents choose to have them mailed, they are sent approximately one week after the end of each grading period.

## TEXTBOOKS

All basic texts are issued to the students for their use during the school year. Textbooks are also available online through Clever. In accordance with Education Code 48904, the principal may withhold records, transcripts, grades, and diplomas of any student who willfully cuts, destroys, or otherwise does not return district property issued to him/her until the damage or loss is paid. The school may also remove the student from extra-curricular/end of year activities until their debts are paid.

Parents should be aware that they are responsible for textbooks given to their child, and will be required to pay for lost or damaged textbooks. In addition, library books checked out and not returned will result in consequences, which may include exclusion from end of the year activities.

## PHYSICAL EDUCATION REQUIREMENTS

Physical Education is an important part of each student's education and required under the California Education Code Section 51210. The adopted course of study shall include instruction, with an emphasis upon the physical activities for the pupils that may be conducive to health and vigor of body and mind, for a total period of time of not less than 400 minutes each 10 schooldays. The California Education Code does not provide exemptions for PE instruction in middle school. All students are required to dress in school-approved PE attire every time class meets. The PE uniform includes:

- School PE Shirt & Shorts
- Socks, athletic
- Shoes

Lockers are available to students to hold PE attire during the week and to lock up valuables during PE class. Students are responsible for providing their own locks and for keeping their PE uniforms clean and mended.



### **Students are to keep their PE lockers locked at all times.**

Students are not to give their combination to anyone or ask anyone for their combination. Any loss of property during PE is the sole responsibility of the

student, not the school.

## LIBRARY

All students have access to books from the school library. The library is open to students during nutrition and lunch. When classes are in session, students may use a pass from a teacher to enter the library. Students are expected to demonstrate appropriate behavior in the library and any inappropriate behavior may result in loss of library privileges. Students are responsible for materials checked out. All lost materials will be charged to the student. In addition, library books checked out and not returned will result in consequences, which may

include exclusion from end of the year activities.

## ACADEMIC HONORS AND AWARDS

Academic achievement is the most important goal of Middle School. Outstanding work is recognized in all curricular areas. **To qualify for an academic award, students must meet the following:**

- No more than one "N" mark in citizenship
- No "U" marks in citizenship

Semester awards are presented to students at school and the end of year awards are presented in June. The following awards are given:

### SEMESTER AWARDS

- Award of Merit 4.0 GPA
- Principal's List 3.5 – 3.99 GPA
- Honor Roll 3.0 – 3.49 GPA
- Outstanding Citizenship

### END OF YEAR AWARDS

- Teacher Class Awards
- Full Year 4.0 GPA Awards (GPA could be based on last semester progress report)
- Athletic Awards

## CALIFORNIA JR SCHOLASTIC FEDERATION

The CJSF program is a state-wide honors club based on grades and citizenship. Membership is not automatic. **Students must apply each semester.** Membership is always based upon previous semester grades.



## ACADEMIC DISHONESTY/CHEATING

Middle School expects students to conduct themselves ethically and honorably. It is expected that the grade a student earns is based upon work that he/she has performed. Academic dishonesty usually involves an attempt by a student to show a level of knowledge or skill that he/she does not possess. Any attempt to shortcut this process undermines the learning process, destroys student integrity, and weakens the trust essential to a positive student/teacher relationship. Cheating is dishonest. It harms you and it harms the other students who do not cheat. We, therefore, will not condone nor will we tolerate any student submitting classwork, homework, group work or tests, or receiving a grade that is not produced solely by the student's own initiative.

Academic dishonesty may result in: a student receiving a grade of "0" or "F," a lowered citizenship grade, parent contact, and/or detention.



## STUDENT ACTIVITIES

### AFTER SCHOOL ACTIVITIES

Numerous after-school activities are offered to Mesa View Middle School students. In order to participate in after school and/or evening activities, students must attend school for the full day, except as excused by an administrator. If the event is immediately after school, students may not go home and return. Students are to stay for the entire event. Any student who leaves an event early will NOT be allowed to return under any circumstance. Students must be picked up promptly at the conclusion of a social event.

### DANCES

School-wide dances are scheduled regularly throughout the year. Our dances are open to **Mesa View Middle School students only**, and students must have the prescribed permission slip signed by a parent or guardian in order to purchase a ticket. Dances begin at 2:55 p.m. and end at 4:00 p.m. Once a student enters the dance, he/she must stay until the end of the dance. We encourage parents to provide transportation from the dances to discourage students from walking home. Parents, please be at school at 4:00 p.m. waiting for your child after each dance.



### EARNING STUDENT ACTIVITIES

Students earn participation in various school activities by meeting academic, behavior and attendance criteria. Students not progressing toward meeting or currently not meeting these standards, may be notified of needed corrections.

Students need to maintain the following to participate in various school activities:

1. Academics GPA of 2.0 or higher
2. Citizenship
  - a. All Satisfactory (S) or Outstanding (O), with no more than 1 Not Satisfactory (N), No Unsatisfactory (U) allowed
3. Conduct
  - a. Pattern of good behavior with no major disciplinary offenses

### EIGHTH GRADE PROMOTION ACTIVITIES

Special activities are planned for eighth grade students at the end of the year. These activities may include an eighth grade field trip, dance, Lunch and yearbook signing time. **Participation is not automatic, it is a privilege.** In order to participate in the promotion ceremony, students **must maintain a cumulative grade point average for the school year of at least 1.67**, maintain proper conduct, maintain positive attendance standards, and have textbook/ library book clearance.

### EIGHTH GRADE PROMOTION CEREMONY

In order to participate in the promotion ceremony, students must maintain a cumulative grade point average for the school year of at least 1.67, proper conduct, and textbook/ library book clearance.

Formal attire and the use of limousines are not appropriate due to the age of students being promoted. Girls' dresses may not be strapless or have spaghetti straps. Prom-type dresses are also not appropriate. Girls heels may not be more than 2 inches high on the outside. Boys' clothes must fit at the waist and legs; tuxedos are not appropriate. Students not following the dress code may be held out of the promotion ceremony.

## HEALTH AND SAFETY

### HEALTH GUIDELINES

Please keep your child home from school if he/she exhibits any of the following symptoms: (Recommended by the OCDE Health and Wellness Division and Communicable Disease Chart, American Academy of Pediatrics, CA Chapter 4)

- Fever – Any child with a temperature of 100 degrees or more should be kept at home. They must remain at home until they are fever free for 24 hours **without** medication.
- Colds – A child with a hacking cough or a persistent, runny nose and yellow-green mucus discharge should remain at home.
- Rashes – A child with a rash should remain at home, unless there is a note from your physician which states the cause of the rash and that the rash is non-contagious.
- Vomiting – A child who vomits needs to be kept at home and may return when he/she has not vomited for 24 hours.
- Diarrhea – A child with diarrhea needs to be kept at home and may return when he/she has been diarrhea free for 24 hours.

### ILLNESS and INJURIES

The School Health Technician or office staff will assist students with basic first aid needs at school. Students feeling ill should report to the health office, before contracting parents. Parents will be notified by school personnel if necessary. Students may not call their parents directly from their mobile phones or leave campus without contacting the office, even when injured or sick.

Parents should be sure to list on the emergency card the names of two adults, other than the parent/ guardian, who can pick up your student in the event the parent/guardian cannot be reached.

It is imperative that you notify the office immediately of any change of address or phone numbers.

## **MEDICATION ADMINISTERED AT SCHOOL**

Medication should be taken at home when possible. If a student must take medication during school hours, the office staff must administer it. Medications, both prescription and over the counter, may be given at school when it is deemed absolutely necessary by the authorized health care provider that the medication be given during school hours. The signed Parent/Guardian And Authorized Health Care Provider Request for Medication, along with the prescription or over the counter medication in the original container labeled with the name of the student, name of the medicine, dosage requirements and the doctor's name must be provided to the school office. Students cannot bring aspirin, acetaminophen (Tylenol), ibuprofen (Advil/Motrin) or any other medication to school on their own. All medication, prescription and over the counter, no matter how routine or harmless it may appear, must be authorized by a health care provider and kept in the school office during school hours. Students may carry inhalers/Epi-pens IF a current Doctor/Parent Authorization form along with a self-carry contract is on file in the health office.

## **IMMUNIZATIONS**

Immunizations needed for students can be found on our district website, [ovsd.org](http://ovsd.org), or at your child's pediatrician's office. Personal beliefs exemptions from immunizations are not accepted when students are enrolling in school or reach the next immunization checkpoint at kindergarten and 7th grade. Students not providing proof of needed immunizations may be excluded from school.

## **LICE POLICY**

Ocean View School District Board Policy 5141.33 states that a child with a case of active head lice will be excluded from attendance. The Ocean View School District policy is that all live lice must be removed from the hair before the child can return to class. If you have treated your child for head lice, please bring him/her to the health office where they will be re-examined before returning to class. When there are two or more live cases detected in the same classroom, it is board policy that all students in that class be examined. We also ask that parents/guardians check their child(ren) on a regular basis and if you have detected head lice, please notify the school office immediately. This is imperative to help us control the spread of lice. All calls and discussions are confidential.

## **INSURANCE**

OVSD does not provide student health and accident insurance; therefore information about low cost private insurance is available to each student at the beginning of the school year.

## **DISASTER PREPAREDNESS**

Mesa View Middle School regularly conducts emergency drills. In the event of an actual disaster or emergency, students will be released directly to parents/guardians or other contacts listed on their emergency card with adult identification. It is important for parents to keep their emergency contact information up to date in Aeries.

It is against the law to falsely pull a fire alarm (Penal Code Section 148.4). Students who pull the fire alarm will be appropriately disciplined.

## **ALCOHOL, TOBACCO, AND SUBSTANCE ABUSE PREVENTION**

The Ocean View School District believes that the use of alcohol, tobacco, vapes and other drugs adversely affects a student's ability to achieve academic success and strives to keep schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well disciplined environment conducive to learning.

In the interest of public health, it is a violation of Ocean View School District Board Policy number 3513.3 and Administrative Regulation to use any tobacco product or electronic nicotine delivery system (vapes), with or without nicotine content, on district property.

## **CAMPUS VISITORS**

### **VISITATION POLICY**

The Mesa View Middle School has a **closed campus policy**. Visitors must check in at the office in accordance with Ocean View School District Board Policy. In order to ensure that the classroom visits are not disruptive to the instructional program, the following procedures shall be observed:

1. Visitors wishing to observe a specific classroom shall contact the site administrator prior to the visit to establish a time that is convenient for the teacher, administrator, and visitor and check in at the school office upon arrival.
2. Parent-teacher conferences during instructional periods are not permitted.
3. The frequency of visits shall not exceed two per semester nor shall they extend beyond one thirty (30) minute instructional period.
4. Activities of visitors shall be limited to observation, except when arranged with and approved in advance by the teacher.
5. When requested by a teacher, the visitor shall be accompanied by the site administrator.



## **VOLUNTEERS**

Mesa View Middle School and Ocean View School District recognize that volunteer assistance in schools enriches the educational program of students. Procedures are in place to protect the safety of students, adults, and volunteers.

Clearance Requirements for Volunteers. Both volunteer tiers require Tuberculosis risk assessment/examination clearance (Education Code 49406).

### **Tier 1 Volunteers**

- Include the following: 1) All volunteers who are performing volunteer service on the school campus (before, during and after school in classroom and non-classroom environments) more than five hours a week; 2) All chaperones on field trips; 3) All individuals attending or chaperoning overnight school-sponsored trips; and 4) Volunteer coaches, assistant coaches, and co-curricular assistants.
- Volunteers are required to be fingerprinted and have a criminal record clearance. (Education Code 49024). Any conviction shall be reviewed by the Assistant Superintendent of Human Resources and approval to volunteer will be determined prior to the volunteer providing service. In addition, Tier I volunteers shall be informed that the site is conducting a Megan Law's clearance check through the RAPTOR system. Volunteers will complete an online application form through the RAPTOR system on the District website and then obtain the fingerprint form (LiveScan) from the District Office. Volunteers will complete a Volunteer Application form online through RAPTOR (attach Tuberculosis Clearance document to online application) and review the Volunteer Handbook. Tier I volunteers are to sign in at the front office through the RAPTOR kiosk and display, on their person, the site issued identification.

### **Tier II Volunteers**

- Include the following: 1) All volunteers who are performing volunteer service on the school campus (before, during and after school in classroom and non-classroom environments) five or less hours per week; 2) Volunteers serving parent participation hours outlined by state preschool requirements.

- Tier 2 volunteers shall be informed that the site is conducting a Megan Law's clearance check through the RAPTOR system. Volunteers will complete an online application form through the RAPTOR system on the District website. Volunteers will complete a Volunteer Application form online through RAPTOR (attach Tuberculosis Clearance document to online application) and review the Volunteer Handbook. Tier II volunteers are to sign in at the front office through the RAPTOR kiosk and display, on their person, the site issued identification.

## **DELIVERIES TO STUDENTS**

It is the responsibility of each student to remember to bring to school their personal property, lunches, assignments, projects, etc. Please realize special deliveries to individual students interrupt classes and stops instruction. In order to minimize classroom disruptions, deliveries will not be taken to students during class time. The school office will attempt to notify the student during nutrition and lunch breaks for personal items delivered to school. Due to the OVSD Local School Wellness Policy and student allergies, student sharing of food that is not school or District provided is prohibited.

## **MEAL DELIVERIES**

Food delivered to students by delivery services are not allowed due to student safety concerns and school disruption.

## **CLOSED CAMPUS**

The school has a closed campus policy. Visitors must check in at the office in accordance with Ocean View School District Board Policy. Visits during school hours should be arranged with the principal or designee who may refuse to register any visitor if the visitor's presence could be disruptive. Students must stay on campus from arrival in the morning, during lunch, and until dismissal. Students may not leave the campus for any reason unless signed out by a parent or guardian (indicated on the emergency card) in the front office.

## **STUDENT BIRTHDAYS**

We ask that parents and friends not bring nor have deliveries of food items brought to school as part of a student's birthday or other celebration. Balloons are also not allowed on campus for student birthdays. In lieu of bringing items to school, please contact the office about sending a special birthday message to your student on the school marquee.

## **FOOD ON CAMPUS**

## **WELLNESS POLICY**

The OVSD Local School Wellness Policy states that all foods sold, served, or advertised to students during the

school day must comply with the Smart Snack in School standards. This includes foods brought to school for celebrations, fundraising and rewards during the school day and up to 30 minutes after school. Foods brought to school must have the CA Competitive Food Standards Compliance Calculator proof of compliance attached or available to be verified by office staff. Parents may access the Smart Snack in School Healthy Snack Calculator found on the Food and Nutrition Services website at [www.ovsd.org](http://www.ovsd.org) to determine if foods are Smart Snack in School compliant. Foods provided through the OVSD Food and Nutrition Services Department are Smart Snack in School compliant and available for purchase by parents and schools. For more information, please visit the Food and Nutrition Services website at [www.ovsd.org](http://www.ovsd.org). Your child's teacher or principal will provide more information on food brought to school for school/class celebrations.

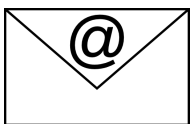
### LUNCH PROGRAM

Lunches are available daily to all students (paid, free, and reduced priced) in the food services area. All meals meet State and Federal guidelines. Applications for free or reduced priced lunches are available on our school website at [www.ovsd.org](http://www.ovsd.org) or at [www.family.titank12.com](http://www.family.titank12.com). Please allow up to two weeks for the application to be processed. During this time you must provide lunch or lunch money for your student to purchase lunch. Parents may prepay for multiple lunches or breakfasts, if available. At the school office, or to the school cafeteria, or at [www.family.titank12.com](http://www.family.titank12.com). We also have an online service where you may pay and view your child's purchases(s) online. For more information visit [www.family.titank12.com](http://www.family.titank12.com) or [www.ovsd.org](http://www.ovsd.org), Food and Nutritional Services Department. The OVSD Food and Nutrition Services website also provides healthy nutritional information and options for your child, fitness activities, as well as tips for healthy choices at home. If a lunch is forgotten, the student may call a parent or be charged a lunch at the cafeteria.

## COMMUNICATION

### PARENT COMMUNICATION

Communication between home and school is not only welcomed at Mesa View, but is essential in improving student learning and achievement. School administration, teachers, and staff communicate with parents in a variety of ways. These may include individual parent conferences, AERIES communication, email, telephone calls, letters, notes in this Student Planner, progress reports, report cards, etc. There are times during the year when home-to-school conversations are needed to clarify issues that may arise. In order to facilitate constructive conversations we suggest the following:



1. **Contact Teacher:** Every attempt to get questions answered and concerns resolved should be made with the classroom teacher. This may be done by email, phone conversation or in a scheduled teacher/parent conference.
2. **Contact Assistant Principal/Principal:** If a parent's concerns have not been met or further information is needed, contact the assistant principal and/or principal. This may be done by email, phone conversation or in a scheduled meeting.

A strong school/home partnership is vital to the success of all our students. The above process should help both parents and school to address each concern promptly, efficiently and with due process.

### PEACHJAR

Ocean View School District uses Peachjar as its District approved flier distribution system. All approved flyers are automatically posted online for parent viewing, thus saving paper and copying costs. Peachjar may be accessed on the school's website by clicking on the peach icon.

### PARENT SQUARE MESSAGING (Email/Text/Phone)

AERIES Communications, using ParentSquare as its platform, is the internet-based tool we use to communicate with families across the Ocean View School District. This system enables the District and the school to share important information with parents/guardians about possible emergency situations, activities and events, and student attendance. By accessing their Aeries Parent Portal accounts on the Internet and the ParentSquare App, parents/guardians can choose who has access to important student data and messages, as well as how they prefer to receive this information, whether by email, text, and/or phone. In an emergency situation, Aeries Communication messages will be sent to all families in all three methods of communication.

### WEBSITE

The Mesa View Middle School website, [mesa.ovsd.org](http://mesa.ovsd.org) is updated on an ongoing basis. It contains useful information and school events and news. The Ocean View School District website [www.ovsd.org](http://www.ovsd.org) also contains useful information.

### OFFICE TELEPHONE

Students are not permitted to use the phone in the office, except in an emergency. **The following does NOT constitute an emergency:** missing books/ assignments, lunches, clothes, equipment, homework, permission slips, or visiting friends. All pick-up arrangements need to be made BEFORE school.

## STUDENT EXPECTATIONS and PROGRESSIVE DISCIPLINE

### Behavioral Expectations

Behavior and school climate is a priority at Mesa View Middle School. The Mesa View staff believes that all students can behave in a safe and appropriate manner. We encourage students to respect themselves and others and to be accountable for their behavior. Mesa View Middle School implements a Positive Behavioral Interventions and Supports (PBIS) framework for assisting with adopting and implementing behavioral expectations and interventions to maximize academic and behavioral outcomes for all students. (See **PBIS Matrix in Appendix A**). PBIS emphasizes school-wide systems of support that include restorative practices and proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments.

### DRESS CODE

While society reflects a wide range of personal expression in clothing, grooming, and accessories, the quality of student work and student behavior is affected by personal appearance. It is expected that all students wear clothing that is comfortable, clean, safe, and appropriate. What a student wears to school must not present a health or safety hazard or a distraction which would interfere with the educational program. Since it is not possible to include every style, trend, or haircut in the dress code, those items that are not specifically mentioned will be dealt with on an individual basis. Please remember that the rules of dress apply to all school activities wherever they may be held.

1. Clothing, jewelry and personal items shall be free of writing, pictures or any other insignia which is vulgar, lewd, obscene, profane or sexually suggestive, or which promotes the use of drugs, alcohol or tobacco or other illegal activity, or which is deemed inappropriate. Such articles will be held in the school office and loaner clothing will be provided as necessary.
2. Shoes must be worn at all times. Backless shoes or sandals are not acceptable
3. Hats and caps may be worn outdoors only. Hoods shall not be worn at school; indoors or outdoors.
  - a. Sunglasses and sun hats are permitted pursuant to State Law (E.C. 35183.5) for sun protection. A hat with a brim that provides sun protection is permitted.
4. Clothes shall be sufficient to cover undergarments at all times. Spaghetti straps or strapless shirts and dresses are not allowed. All clothing must cover the back and midriff during all school activities (think raising your hand in

class and bending to pick up items). See-through fabric is not allowed. Shorts and pants must fit securely at the waist. Shorts must have at least a three-inch inseam and skirts and dresses must be mid-thigh in length. Pajama wear is not allowed at school. Students will be notified when dress code policies will not be enforced for Spirit Days.

Students not adhering to the dress code will be asked to wear PE clothing for the remainder of the day. Repeated violations will result in disciplinary action. Parent support in encouraging students to dress appropriately for school is important. **Dress code is enforced throughout the last day of school.**

### GUM

Gum is not permitted at school. Students chewing gum at school may be given detention and/or school service (campus beautification) assignments.



### BULLYING/HARASSMENT/SEXUAL HARASSMENT/CYBERBULLYING

**Bullying, Harassment, Cyberbullying, and Sexual Harassment** is are not acceptable in the Ocean View School District.

**Bullying:** No individual or group shall, through physical, written, verbal, or other means, harass, bully, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel on the actual or perceived basis of ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, immigration status, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all District students and applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district. Students are encouraged to notify school staff through verbal, written or anonymous means when they are being bullied or suspect that another student is being victimized. Any complaint of bullying will be investigated and students who violate the District's policies on harassment of bullying may be subject to discipline including behavioral interventions, suspension or expulsion.

**Cyberbullying** includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a phone, 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.



**Cyber-Sexual Bullying** is the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act. A photograph or other visual recording that includes a depiction of a nude, semi-nude, or sexually explicit photograph, or other visual recording of a minor, where the minor is identifiable from the photograph, visual recording or other electronic act will fall within the definition of cyber-sexual bullying.

**Sexual Harassment** includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting and has a negative impact on the student's academic performance or creates an intimidating, hostile or offensive educational environment.

### **PUBLIC DISPLAYS OF AFFECTION**

Kissing, hugging, and/or handholding are not acceptable school behaviors. Parents will be notified and consequences will be issued.

### **PANTSING**

"Pantsing" is not a funny prank, it poses a cruel and humiliating experience for the other students and it is a serious infraction of school rules. Individuals choosing to "pants" another student will be given strong consequences that may include suspension. A conference with parents, teachers, administrator, and a Huntington Beach Police Officer may also occur.

### **CELL PHONES/ SMART WATCHES/WIRELESS EARBUDS**

Students are permitted to have cell phones/smart watches/wireless earbuds on campus; however they **must remain off and put away during school hours, "Off and away, for the entire day" which means student cell phones/smart watches/wireless earbuds must be put away and not used once a student enters campus and kept away and not in use until they leave campus.** Any device with a camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. Parents, please refrain from calling or texting your student during school hours as this is not allowed according to the phone policy.



- **1<sup>st</sup> Offense:** Warning; student will pick up phone from front office after school.
- **2<sup>nd</sup> Offense:** Teacher detention; teacher parent contact, student will pick up phone from front office after school.
- **3<sup>rd</sup> Offense:** Teacher referral to the office, 1 hour ALC detention after school, parent will be notified, & phone will be released to parent/guardian only.
- Additional offenses may result in loss of phone privilege for designated period of time

### **School staff are not responsible for lost or stolen phones or electronic devices.**

### **PROGRESSIVE DISCIPLINE**

The Progressive Discipline Policy is a cumulative process extending over the entire school year. Through our Positive Behavioral Intervention and Support structures, students' expectations are clearly communicated in and out of the classroom.

The normal progression of intervention is:

1. Warning
2. Teacher/student conference
3. Teacher consequence/parent contact
4. Referral to the school office

Discipline for severe behaviors may not follow the normal progression.

School rules are intended to guide students into becoming responsible and productive members of the school and society. Violations of behavior standards are handled through one or more of these interventions:

- Verbal warning
- Conference with student
- Restorative Conversation
- Phone call and/or conference with parent
- Notice sent home to be signed by parent
- Referral to Assistant Principal
- Loss of privileges
- Class or in School Suspension
- Formal suspension from school
- Daily Tracking Form
- Parent attending classes with student
- Student Behavior Contract
- Referral to Student Study Team or SARB Team
- Administrative transfer to another school or Expulsion from the OVSD.

Students are considered to be under the jurisdiction of the school from the time they leave their home in the morning until they return home that afternoon.

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

## DETENTIONS

A student's teacher or a school administrator assigns detentions. It is the responsibility of the student and/or teacher/administrator to inform parents of the detention. Parent notification may be done via a phone call, email, or office discipline referral form. Repeated missed detentions will result in additional and more severe consequences. Parents are required to sign the discipline form that their child brings home for each offense to acknowledge the incident.

## PERSONAL ITEMS ON CAMPUS

### PROHIBITED ITEMS & PERSONAL PROPERTY



Students are to keep all personal property such as money, notebooks, purses, wallets, phones, jewelry, or other school-appropriate items in their immediate possession at all times.

The use of cameras, iPods, iPads, wireless earbuds, electronic book readers, electronic games, or electronic signaling devices by students on campus is prohibited during school hours unless such use is part of the instructional program and is authorized by the teacher. If a student brings such a device to school, it must be turned off when students arrive on campus and shall remain off during school hours. If such a device is observed or heard by school staff, it will be confiscated until retrieved by a parent or guardian. Repeated violations of this policy will result in disciplinary action.

Students may bring soccer balls, basketballs, handballs, or tennis balls for use before school, nutrition, and lunch at staff discretion. Sports balls are to be carried, not bounced between classes and in the quad area.

**Note:** The security of personal property is the sole responsibility of the student – the school is not responsible for personal property brought from home.

### LOST AND FOUND

Students are to assume responsibility for loss or damage of personal property. Please mark all clothing with your child's name. Any items found on campus unattended will be added to the school's Lost and Found bin. When the Lost and Found bin becomes full, all items will be donated to a worthy charity.

### STUDENTS VENDING ON CAMPUS

Students are not allowed to sell food, sell or trade merchandise, or other items to other students on campus. Similarly, buying or trading such items from another student is prohibited.

### EXPANDED LEARNING PROGRAMS

The Ocean View School District Middle School Expanded Learning Program, offers a before and after school program as well as an after school only program for Mesa View Middle School students. The first program is the Facilitating Leadership in Youth (FLY) and is a fee based program open to all 6<sup>th</sup> through 8<sup>th</sup> grade students. Program hours begin at 6:45 am and conclude at 6:00 pm. Mesa View Middle School is currently the only middle school that has an active on-site program, staffed by the personnel of the Ocean View School District.

The second program is the Expanded Learning Opportunities Program which is offered to all eligible 6<sup>th</sup> grade students that meet the criteria for free, after school childcare. The objective of this program is to create a student driven program offering a safe environment where students are able to explore and develop educational and career goals, while providing opportunities to be productive community members. This program is provided to students at one of the Boys and Girls Club of Huntington Valley locations. Transportation to and from the Boys and Girls Club site is provided. Both programs are specially designed to meet the needs of students at the middle school level. The programs are CLOSED all Legal Holidays. The fee based childcare program offers full day camp programs during the fall, winter, spring, and summer breaks. Camp Sites are determined by the District and families are notified prior to registration.

# YEAR AT A GLANCE

| <b>AUGUST</b> |                     |
|---------------|---------------------|
| 28            | First Day of School |
| 30            | Fall Photo Day      |

| <b>SEPTEMBER</b> |  |
|------------------|--|
| 2                | No School - Labor Day                  |
| 12               | Minimum Day (12:50 Dismissal)          |
| <b>TBD</b>       | Back to School Night (12:50 Dismissal) |

| <b>OCTOBER</b> |                               |
|----------------|-------------------------------|
| 10             | Minimum Day (12:50 Dismissal) |
| 11             | Makeup Photo Day              |

| <b>NOVEMBER</b> |                                   |
|-----------------|-----------------------------------|
| 1               | No School - Student Free Day      |
| 11              | No School - Veterans Day          |
| 14              | Minimum Day (12:50 Dismissal)     |
| 18-22           | Conference Week (12:50 Dismissal) |
| 25-29           | No School - Thanksgiving Recess   |

| <b>DECEMBER</b> |                               |
|-----------------|-------------------------------|
| 12              | Minimum Day (12:50 Dismissal) |
| 12/23-1/3       | No School - Winter Recess     |

| <b>JANUARY</b> |                                      |
|----------------|--------------------------------------|
| 6              | School Resumes                       |
| 9              | Minimum Day (12:50 Dismissal)        |
| 20             | No School - Martin Luther King Day   |
| 31             | Last Day of 1 <sup>st</sup> Semester |

| <b>FEBRUARY</b> |                                       |
|-----------------|---------------------------------------|
| 3               | First Day of 2 <sup>nd</sup> Semester |
| 10              | No School - Lincoln's Birthday        |
| 13              | Minimum Day (12:50 Dismissal)         |
| 17              | No School - Presidents Day            |

| <b>MARCH</b> |                               |
|--------------|-------------------------------|
| 13           | Minimum Day (12:50 Dismissal) |

| <b>APRIL</b> |                                   |
|--------------|-----------------------------------|
| <b>TBD</b>   | Open House (12:50 Dismissal)      |
| 10           | Minimum Day (12:50 Dismissal)     |
| 14-18        | No School - Spring Recess         |
| 21-25        | Conference Week (12:50 Dismissal) |

| <b>MAY</b> |                               |
|------------|-------------------------------|
| 8          | Minimum Day (12:50 Dismissal) |
| 26         | No School - Memorial Day      |

| <b>JUNE</b> |                                      |
|-------------|--------------------------------------|
| 5           | Minimum Day (12:50 Dismissal)        |
| 13          | Last Day of School (12:50 Dismissal) |
| <b>TBD</b>  | 8th Grade Promotion Day              |

*Mark  
your  
Calendar*