

**IMPORTANT DATES**

**FIRST DAY OF SCHOOL**

August 28, 2006

**GRADING PERIODS**

1<sup>st</sup> Trimester – Aug 28<sup>th</sup> through Dec 1<sup>st</sup>  
2<sup>nd</sup> Trimester – Dec 4<sup>th</sup> through Mar 9<sup>th</sup>  
3<sup>rd</sup> Trimester – Mar 12<sup>th</sup> through June 20<sup>th</sup>

**REPORT CARDS MAILED**

1<sup>st</sup> – December 8, 2006  
2<sup>nd</sup> – March 16, 2007  
3<sup>rd</sup> – June 20, 2007

**PARENT CONFERENCES**

October 19<sup>th</sup> & 20<sup>th</sup>

**LAST DAY OF SCHOOL**

June 20<sup>th</sup>

**HOLIDAYS**

Labor Day Sept 4<sup>th</sup>  
Veterans' Day Nov 10<sup>th</sup>  
Thanksgiving Holiday Nov 20<sup>th</sup> – 24<sup>th</sup>  
Winter Break Dec 25<sup>th</sup> – Jan 5<sup>th</sup>  
Martin Luther King Day Jan 15<sup>th</sup>  
President's Recess Feb 19<sup>th</sup> – 20<sup>th</sup>  
Spring Break Apr 2<sup>nd</sup> – 13<sup>th</sup>  
Memorial Day May 28<sup>th</sup>

**HVMS Student Hours**

Students will be supervised by HVMS staff from 7:30 A.M.-2:45 P.M. Parents need to make arrangements for students to arrive after 7:30A.M and leave campus before 2:45P.M. The Boys and Girls Club of Greater San Diego X-Track Program is available for all students.

**X-TRACK BEFORE & AFTER SCHOOL PROGRAM**

X-Track is a **FREE** before and after school program run by the Boys and Girls Club of greater San Diego. The morning program operates from 6:30 until 8:00 a.m. and includes one-half hour of homework time followed by a variety of activities. The afternoon program runs from 2:30 till 6:00 p.m. and begins with Power Hour, our homework club, where members can earn Power Dollars for each piece of homework they complete during that time. Power Dollars can be spent at the end of each month during our X-Track parties. A **FREE** snack and a number of programs such as Athletics, Music, Art, Junior Leaders, Drama, and Gardening will

then follow this time. Registration forms can be picked up in the main office or from an X-Track staff member on campus.

BELL SCHEDULE			
PERIOD	TIME		
1 <sup>st</sup> - Positive Action	8:00	-	8:14
1 <sup>st</sup>	8:14	-	9:00
2 <sup>nd</sup>	9:04	-	9:47
Nutrition Break	9:47	-	9:57
3 <sup>rd</sup>	9:57	-	10:40
4 <sup>th</sup>	10:44	-	11:27
5 <sup>th</sup> Class	11:31	-	12:14
5 <sup>th</sup> Lunch	11:31	-	12:01
6 <sup>th</sup> Class	12:05	-	12:48
6 <sup>th</sup> Lunch	12:18	-	12:48
7 <sup>th</sup>	12:52	-	1:35
8 <sup>th</sup>	1:39	-	2:22

BELL SCHEDULE Minimum Day			
PERIOD	TIME		
1 <sup>st</sup>	8:00	-	8:29
2 <sup>nd</sup>	8:33	-	9:01
Nutrition Break	9:01	-	9:11
3 <sup>rd</sup>	9:11	-	9:39
4 <sup>th</sup>	9:43	-	10:11
5 <sup>th</sup> /6 <sup>th</sup>	10:15	-	10:43
7 <sup>th</sup>	10:47	-	11:15
8 <sup>th</sup>	11:19	-	11:46
Lunch	11:46	-	12:00

**CLOSED CAMPUS**

We have a closed campus. Students are our responsibility from the time they leave home until they return home. Student visitors or former students are not allowed on campus between 7:00 AM and 3:30 PM. Our students are to come directly to school, remain on the grounds for their school day, then go directly home. Students who leave campus without proper authorization are truant and will be dealt with accordingly. Visitors brought to campus will be immediately sent home. Any non-students,

**including siblings, must wait for students on the public sidewalk areas, and not on the school property.**

### **SAFETY**

Our school is located at the edge of Escondido. It is necessary that students use intelligent precautions going to and from school. When walking, walk on the sidewalk, **NOT IN THE STREET**. Do not cut across or through private property, including apartment complexes. Also, do not tamper with private property, such as mailboxes, fences, plants or fruit trees. Use crosswalks and proceed with caution when crossing all streets to and from school. We encourage our students to use their bicycles and ride on available bike trails. Several reminders are in order. Student must observe all traffic laws, including not riding double. Ride on the right side only. Walking a bike through crosswalks is safer than riding. Once bicycles are on the campus, bicycles must be walked to the bike lane and then locked inside the bike rack, using one lock per bicycle. No skateboards or roller blades are allowed at Hidden Valley.

As our students enter and leave our campus, we ask the following considerations:

- Students walking or riding toward Bear Valley must leave from Patterson Road gated area. There is no sidewalk on Citrus between Reed and Patterson, and the city has requested the use of Patterson instead.
- On Patterson, students who walk must stay on the sidewalk, not in the road or in the dirt area.
- On Patterson, bike riders must stay to the right of the road, not in the middle of the street.

### **EMERGENCY RESPONSE PROCEDURES**

The following is our *General Drill Procedures* that the teachers and students follow in the event of disaster or disaster drill.

#### **FIRE DRILL:**

- Evacuate upon hearing fire bell. Escort students in an orderly fashion to the basketball courts.
- Once students are on the basketball courts, they are to look for their first period teacher room number on the blacktop.
- Teachers take roll of their first period class.
- Teachers send a designated student to take the attendance list to the Student Reunion/Control Station.
- Have students sit down and wait for further instructions.

#### **EARTHQUAKE DRILL:**

- All call announced, that an earthquake drill is being held.
- All students and teachers are to duck & cover.

- Stay sitting quietly until the all clear signal has been given.
- Evacuate the building as in a fire drill.

#### **LOCKDOWN DRILL:**

- An administrator will make an announcement on our intercom system that will say “this is a lockdown drill.”
- Instruct student to sit quietly on the floor, away from windows and doors.
- Teacher locks the door. Note: Turn off lights and close blinds if there are windows in the classroom.

### **CLASSROOM INTERRUPTIONS**

**Classes will not be interrupted for phone calls or to deliver items which students may have forgotten to bring to school, including lunch money, homework, textbooks, etc. Parents are welcome to deliver these items to the school office. Students are instructed to check in the office for anything that may be delivered for them. We recognize that many parents want to help celebrate the birthday of their student by sending balloons, flowers, or singing telegrams. Please be advised that we will not interrupt the instructional program to deliver such gifts to the classrooms. If you choose to have such items sent to school, they will be kept in the school office until school is out.**

### **EMERGENCY INFORMATION CARDS**

**Each student must have two signed emergency information cards on file in the office.** Parents are asked to accurately complete each item on both cards and return them to the school immediately. These cards are used to contact parents or designated persons in the event of illness or emergency. It is important that the emergency cards contain the parent/guardian’s home and work numbers and the numbers of two or three friends and/or relatives who can be contacted in the event the parent/guardian cannot be reached in an emergency during school hours.

**A STUDENT WILL NOT BE RELEASED (NOR INFORMATION REGARDING THE STUDENT GIVEN OUT) TO ANY PERSON NOT LISTED ON THE EMERGENCY CARD UNLESS SPECIFIC AUTHORIZATION HAS BEEN GIVEN IN WRITING BY THE PARENT OR GUARDIAN. STUDENTS WILL NOT BE RELEASED TO ANYONE WITHOUT PICTURE IDENTIFICATION** If there are any restrictions (custody order, restraining order, etc.) a copy needs to be provided to the school office for it to be followed by the school. If you *do not* want your child’s name and/or picture to appear in any publication (newspaper, yearbook, etc.) please contact the office and obtain an **Acknowledgement of**

## **Parent/Guardian of Specific School Activities Notification.**

### **SECURITY**

THE ESCONDIDO UNION SCHOOL DISTRICT IS NOT RESPONSIBLE FOR ANY LOST, STOLEN OR MISSING ITEMS. **Do not bring large sums of money or electrical/battery operated equipment to school. Toys, Walk-mans of any kind, skateboards, roller blades, electronic/battery equipment, beepers, tapes, video's, CD's, cell phones, headsets, or other such items are not allowed at school. If students bring such items, they will be secured in the office until the end of the school day. If it is brought again, it will be released to the parent or guardian.** No items of any kind are to be sold or traded on campus. **All clothing (jackets, sweaters, sweatshirts, PE clothes), special equipment and books/notebooks should be clearly marked with the student's name. All bicycles which are ridden to school must be locked inside the bike rack, which is open and supervised before and after school. Students must provide their own locks and chains for their bicycles. Damage is easily done to bicycles that are sharing locks and chains. We suggest that fancy accessories be left at home. For your protection, we encourage students to have all bicycles registered with the Escondido Police Department, as they will be contacted by the parent in the event of a missing bicycle.**

Reminder: **It is a state law that middle school aged students must wear helmets when riding bicycles.**

### **PROHIBITED ITEMS**

**Items prohibited from school and school sponsored activities, field trips, etc. are: permanent markers, Sharpies, laser pens, sunflower seeds, radios, walkmans, cassettes, CD and CD players, pagers or cell phones, TV's, electronic games or cartridges, trading or memorabilia cards, marbles, water balloons, water pistols or toys, poppers or cap guns, or any other object that is determined to detract from the education process.** Confiscated items will be given to parent or guardian. Neither HVMS nor EUSD are responsible for personal belongings left on campus. Students who leave items on campus do so at their own risk.

### **CELL PHONES**

The new addition to the existing California law regarding cell phones is:

“No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and /or surgeon to be essential for the

health of the pupil and use of which is limited to purposes related to the health of the pupil.”

This is to say that students **CANNOT** bring cell phones to school unless the school of residence has a written determination on file by a physician and/or surgeon that the medical need exists.

### **HEALTH OFFICE**

A Health Technician is available in our health office to assist students who are feeling ill. She cannot diagnose or make recommendations regarding health. We have a nurse on duty only one day each week. There is an on-call nurse each day that can be reached by calling the district at (760) 432-2400 ext. 170.

A student who feels ill at home in the morning should not come to school. A student who sustains an injury away from school will not be treated in the school health office. If a student wishes to discuss non-injuries or other health problems with the nurse, an appointment may be scheduled.

A student who becomes ill or is injured during the school day needs to get a pass to the health office from the teacher. The Health Tech will take the student's temperature and, when appropriate, phone the parents to make a determination if the student should remain in school. Parents who are picking up ill or injured students are asked to come into the office to sign the student out. If no one can be contacted, the student will remain at school.

### **EMERGENCY CARDS**

IT IS ESSENTIAL THAT THE OFFICE HAS A HOME PHONE NUMBER, WORK NUMBERS AND TWO EMERGENCY PHONE NUMBERS FOR EACH STUDENT. FOR YOUR STUDENT'S SAKE, PLEASE KEEP THESE NUMBERS CURRENT AT ALL TIMES DURING THE SCHOOL YEAR. In the event of a serious illness or injury and the student is taken to the emergency room for care, the student will not be treated without permission from parents/guardian UNLESS it is life threatening or a delay will cause further harm. Relatives, friends, or babysitters cannot authorize treatment.

## MEDICATIONS AT SCHOOL

Students **MAY NOT** carry medications at school. All medications needed by the student during the school day must be kept in the Health Office and will be administered to the student as needed. A physician must sign a school release form for any PRESCRIPTION or NON PRESCRIPTION medications administered through the Health Office. These forms are available in the Health Office. All medications must be brought to school in the original container. Medicine in “baggies” or other containers will not be accepted. Please understand that these regulations are state law and are for the protection of the students.

## MEDICAL CONDITIONS

If your student has an ongoing medical condition restricting him/her in any way, the office must be notified on a yearly basis. Students with medical problems which occur during the year and which require restriction for more than three days in any school activity will need verification by a physician.

## SCOLIOSIS, VISION AND HEARING SCREENING

As a part of the state mandated health-screening program, scoliosis screening (curvature of the spine) will be done for 7<sup>th</sup> grade girls and 8<sup>th</sup> grade boys. Hearing and vision screening will also be done for all eighth grade students. If you do not wish to have your child screened, please notify the health office in writing.

## IMMUNIZATIONS

The following immunizations are required before a child may enter school in the Escondido Union School District:

<b>Polio</b>	at least three immunizations are required, with the last one occurring after the child’s second birthday.
<b>DPT</b>	at least three immunizations are required, with the last one occurring after the child’s second birthday.
<b>MMR (Measles, Mumps &amp; Rubella)</b>	two doses are required, with the first dose given on or after the child’s first birthday.
<b>Hepatitis</b>	three doses are required before entering 7 <sup>th</sup> grade
<b>Varicella</b>	one dose; 2 doses if immunized on or before 13 <sup>th</sup> birthday; or physician documented proof of disease history

The Department of Public Health offers immunizations the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Monday of every month from 1:00 PM to 5:00 PM at 606 E. Valley Parkway. (phone 760-740-4000). No appointment is necessary. Students must be accompanied by a parent or legal guardian.

## COUNSELING SERVICES

### **Counselors**

Hidden Valley counselors welcome the opportunity to help students with academic, personal and social concerns or to assist with testing and placement information. Several types of group counseling are offered by both school counselors and outside agencies on campus. Specific topics include: academics, substance abuse, family problems, i.e., divorce, abuse, grief, etc., gangs, depression, social skills, i.e., communication, assertiveness, anger management, making friends, etc. Information shared in counseling sessions is considered confidential and handled in a confidential manner by the school counselors.

### **Referrals**

A student who wants to see a counselor may fill out a counseling request form. These forms are available in the counseling office. An appointment may also be made by calling the school.

Teachers will not send students to counseling without a pre-arranged appointment or pass from a counselor unless staff feels there is an urgent need. A maximum of one visit per week, if time permits, is a general guideline, excluding group-counseling sessions.

### **Natural Helpers**

Natural Helpers are a group of students available for talking to or helping other students with peer pressure, family problems, school concerns, and everyday frustrations.

Natural Helpers are available by making an appointment with a school counselor. Natural Helper counseling forms (blue) are available in classrooms or counseling offices. Students must fill out all counseling appointment requests on their own time, not during passing periods. Tardy passes are not issued for this reason. When students are called from class for counseling, they are responsible for notifying that period teacher so as not to be marked absent, as well as for making up any missed work. No student will be admitted to counseling without a pass from a staff member of a pre-arranged counseling appointment.

**We look forward to serving you, and encourage parents to contact us with any concerns we may help you with!**

## McKINNEY-VENTO

Do You Need Help With .....?

- Food or clothing?
- Before and After School Programs?
- Housing?
- Counseling?
- Medical services?
- Filling out forms?
- Other community referrals?

For further information, contact the McKinney-Vento office at:

Escondido Union School District  
Alma Mora at (760) 432-2338

## BREAKFAST, NUTRITION BREAK AND LUNCH PROGRAM

Breakfast, nutrition break and lunch are available daily, and applications for free or reduced price meals may be obtained if you wish to be considered for these government-funded programs. The cost of lunch is \$1.50 for full price students or \$.30 for those qualifying for reduced price meals. A discount of \$.05 per meals is available for students who prepay for 10 or more meals at one time. You may also prepay for breakfast. Breakfast is available from 7:30 AM to 7:55 AM and costs \$.75, or \$.25 for those on reduced price program. Students are offered a wide selection of choices for each meal, plus a variety of fruits, vegetables and milks daily. We have weekly specials and a wide range of snacks is also available.

## Student Wellness Policy

The Board of Education recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. Therefore, Board Policy 5030(a), Student Wellness, was adopted by the Board of Education to take effect on July 1, 2006. Rules pertaining to foods provided to students are more restrictive than in prior years. More information regarding this policy and the restrictions will be provided at the beginning of the 2006/2007 school year.

## DRESS CODE

To ensure a safe campus and a positive learning environment, Hidden Valley Middle School and the Escondido Union School District requires the following:

- ✓ Shoes must be worn at all times. Flip-flops are not allowed.
- ✓ Clothing must conceal all undergarments (boys and girls). No bare midriffs, low-cut shirts, bathing

suits, swim trunks, halter tops, backless shirts, spaghetti strap tops or dresses are allowed. Inappropriate clothing may not be worn under sweatshirts, sweaters, jackets, or coats. Hoods are not allowed unless in inclement weather.

- ✓ Hats, caps, sunglasses and other sun-protective clothing are permissible outdoors. These items must be worn properly and shall not be worn indoors.
- ✓ Wallet chains, large bead chains, safety pin chains, paper clip chains, dog collar type chains, or other types of chains that are considered safety issues will not be allowed. Spiked clothing or jewelry are not permitted.
- ✓ Shorts, dresses and skirts must be of modest length. Fingertip length, when arms are resting comfortably at the sides, is the rule.
- ✓ Hair that is colored an unnatural color such as pink, green, purple, etc., is not allowed. Hairstyle may not be disruptive to the learning environment.
- ✓ Pierced jewelry must not create a safety issue, i.e., no safety pins, large hoops, long dangles, spikes, etc.
- ✓ The above dress code also applies to backpacks, notebooks, and book covers.
- ✓ Clothing or jewelry promoting alcohol, drugs, tobacco, violence, displaying unacceptable messages, displaying foul or sexually suggestive language or symbols, and any gang affiliation (as identified by the Escondido Police Department) will not be allowed.

## ABSOLUTELY NO GANG-RELATED ATTIRE IS PERMISSIBLE:

**Our local law enforcement has identified the following clothing as gang-related attire, which is a violation of this dress code. These include, but are not limited to:**

- ✓ Unhemmed shorts below the knee. All pants/shorts must be hemmed.
- ✓ Extra long T-shirts worn on the outside
- ✓ Plaid shirts worn on the outside and buttoned at the neck
- ✓ Cloth belts with metal buckles that have initials stamped on or through them. Belt buckles must be permanently attached to the belt.
- ✓ Long belts with the end hanging down in front. Belts must be looped through belt loops without hanging down from under shirt.
- ✓ Pants which are slit or frayed at the cuff
- ✓ Pants worn more than 2 inches below the waist
- ✓ Bandanas hanging from pockets or clothing
- ✓ Excessively oversized, baggy or sagging pants, or pants that drag on the ground. Pants must stay at the waist without the aid of a belt.
- ✓ Articles personalized with gang-related writing, names, symbols or gothic lettering

- ✓ Other items deemed by school administration, in consultation with law enforcement, to indicate gang affiliation

Important Note: The principal or designee maintains emergency authority to declare any new specific attire as gang-related, in working in conjunction with local law enforcement. If any item is added to the list, all students will be duly notified (e.g., student bulletin, parent newsletter, school web site). Proper student notification will occur prior to any disciplinary action being taken.

### Consequences:

First offense: Student must change clothing.  
Repeated offense: Student must change clothing and Honor Level infraction assigned.

### PHYSICAL EDUCATION LOCKERS

It is critical that students be responsible for their possessions when using the baskets/lockers in the Physical Education Locker Room. A locker is provided for each student to lock their backpacks and regular clothing in during PE. Clothes and/or personal items left outside of a PE locker are an open invitation to theft, for which the school is not responsible. **In order to avoid potential problems, do not take items of value into the locker room.** Make sure your lock is fastened safely by spinning the dial and pulling on the lock to assure that it is in the locked position.

### PHYSICAL EDUCATION CLOTHES

Clothes will be available to buy at the beginning of the school year during the student's p.e. class. Shirts and shorts are \$10.00 and locks are \$6.00. Used locks are \$3.00. Students do not need to buy our shirts or shorts but may simply have a white shirt and blue shorts. Students **MUST** buy our locks. If students want sweatpants or sweatshirts, they must be red, white or blue to match school colors.

### FEES AND FINES

#### **Textbooks:**

**Lost or damaged textbooks must be paid for prior to receiving report cards, yearbooks, or attending special events and activities. Library/Student Planners**

- A 5¢ per day overdue fine will be imposed for every library book turned in late.
- A \$10.00 fee is charged for any damage or defacing of the bar code located on each book.
- Your first Student Planner will be given to you at no cost. Any replacement Planners are to be purchased through the office for \$5.00.

### ATTENDANCE

Instructional time is valuable to your child and once lost, difficult to make up. When you are absent, it is necessary for your parents to phone the school office the day you are absent. A doctor's note is required for 3 or more consecutive absences due to illness or for 10 absences due to illness in one school year. Additionally, please be aware that California Education Code Law (EC 48260) defines a student who is absent without an excuse three or more times in a school year as truant.

#### **Attendance Number: (760) 432-2257**

If no phone call is received, the parent needs to write a note and have the student take the note to the attendance office before school to verify the absence. **IT IS CRITICAL THAT STUDENTS ARRIVE EARLY TO VERIFY ABSENCES.** Students who are late to class because they are at the attendance office will be marked tardy. Remember your absence must be cleared through the attendance office within 3 days of the absence by:

1. a parent telephone verification or
2. a written excuse from the parent/guardian

Once a student has entered our campus, he/she must stay on the campus and not leave until 2:22 p.m.

#### **Please note:**

- please make medical and dental appointments after 2:30 p.m.
- schedule school field trips are required attendance days
- If you are not going on the field trip, the student still needs to attend school and other arrangements will be made for you during the school day

### HALL PASSES

**Any student who is not in his or her assigned classroom for any reason must have a hall pass. This pass must be shown to any staff member upon request. A student without a pass is subject to disciplinary action. If you need to go to the office, the nurse, a counselor, etc., go to your class first and request a pass from your teacher. Student will not be allowed to return to the halls to get books or supplies from lockers. Students are not to come into the Office unless a pass has been issued.**

### TARDIES

Students who arrive after 8:00 AM are tardy and must report directly to the front Attendance Office for an infraction and late pass. Students who arrive tardy without a note from home explaining the illness or morning medical appointment are unexcused. Infractions for tardies are issued by the administrators.

STUDENTS ARE TO BE INSIDE THE ASSIGNED CLASSROOM WHEN THE TARDY BELL RINGS. SOME TEACHERS MAY REQUIRE THAT STUDENTS BE IN THEIR ASSIGNED SEATS WHEN THE BELL RINGS. ANY STUDENT NOT IN THEIR ASSIGNED CLASSROOM WHEN THE BELL RINGS WILL BE ASSIGNED A CONSEQUENCE ON EVERY TARDY.

After the tardy bell rings, any student seen in the hallway by any adult on hallway duty will be issued an infraction.

Therefore, it is the responsibility of the student to report to each class on time, and then get a pass for ANY problem.

Our goal is to assist students in being more successful in school. It is important for all students to hear the information that teachers present at the beginning of a class period. Often this is the most important part of the lesson as expectations are set and standards discussed. Therefore, it is important that all students get to class on time and be ready to participate when the tardy bell rings. One purpose of Middle School is to prepare students for High School and the work force. High Schools have a very strict policy regarding tardies, to the extent that students who arrive late then miss the entire class, grades are lowered, and units are lost and required to be made up during summer school in order to graduate. It is important, if not critical, to student success that students are on time to each and every class, each and every day. Therefore, students will be given a consequence for every tardy.

### TRUANCIES

**Any student who is truant from a class will be issued a Referral and be required to make up the instructional time at Friday Night School.** The truancy policy states that any student who has been absent from school for more than three days without a valid excuse, or tardy in excess of 30 minutes on three or more days in one school year, may have a Report of Truancy form filed, with a copy in the student's cumulative folder and a referral to SARB, the School Attendance Review Board.

**Additionally, students who are truant may be scheduled an appointment with the school district's Probation Officer to discuss the truancy and future consequences.**

### SARB

The Escondido Union School District employs the use of a School Attendance Review Board (SARB) to review student attendance when absences and/or tardies become excessive. Because regular school attendance is important to your child's success, the SARB Board will be used should an attendance problem become evident. The SARB Board is comprised of EUSD and local school administrators, representatives from the Escondido Police Department and other assistance agencies. The school district employs a probation officer who investigates truanancies and excessive tardies prior to and after SARB hearings.

### SUSPENSIONS

A suspension is a temporary removal from class or school. A suspension from school is normally done by an Assistant Principal and may be from one to five days in duration. If the suspension is due to a recommendation of expulsion, it may be extended until the next meeting of the governing board. Parents will be notified of the suspension by phone or in person. Notifications of suspension from either class or school are also mailed home.

**The following is a list of offenses as defined by the California Education code 48900/48915 that can result in suspension:**

- ◆ Caused, attempted to cause, or threatened to cause physical injury to another person.
- ◆ Willfully used force or violence upon the person of another, except in self-defense.
- ◆ Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
- ◆ Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance (narcotics and other restricted dangerous drugs), alcoholic beverage, or intoxicant of any kind.
- ◆ Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind.
- ◆ Committed or attempted to commit robbery or extortion.
- ◆ Caused or attempted to commit robbery or extortion.
- ◆ Caused or attempted to cause damage to school property or private property including electronic files/databases.

- ◆ Stolen or attempted to steal school property or private property.
- ◆ Possessed or used tobacco or any products containing tobacco or nicotine products.
- ◆ Committed an obscene act or engaged in habitual profanity or vulgarity.
- ◆ Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- ◆ Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or school personnel engaged in the performance of their duties.
- ◆ Knowingly received stolen school property or private property.
- ◆ Possessed an imitation firearm.
- ◆ Committed or attempted to commit a sexual assault or committed a sexual battery.
- ◆ Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- ◆ Unlawfully offered, arranged, negotiated to sell, or sold the prescription drug SOMA (Carisoprodol).
- ◆ Engaged in, or attempted to engage in hazing as defined in Section 32050.
- ◆ Aided or abetted the infliction or attempted infliction of physical injury to another person.
- ◆ Committed sexual harassment as defined in Section 212.5.
- ◆ Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- ◆ Intentionally engaged in harassment, threats, or intimidation directed against school district personnel or a pupil(s).
- ◆ Terrorist threats against school officials, school property, or both.

### **CAUSES FOR EXPULSION**

1. Possession, selling, or furnishing a firearm.
2. Possession of a knife over 4 inches or brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Sexual assault or battery.
5. Possession of an explosive.
6. Continual disruption to the Learning Environment.

### **CONDUCT AGREEMENTS**

Habitual truants and students experiencing numerous behavioral problems will be placed on a behavior contract. Failure to abide by the terms of the behavior contract will result in recommending the students being assigned to Opportunity School, Independent Study, or expulsion.

### **PROTOCOL FOR INTERVIEW OS STUDENTS BY LAW ENFORCEMENT**

There are occasions where students need to be interviewed by law enforcement. If it is determined that the student is a suspect in a crime the officer has the right to interview the student. The police officer makes the determination as to whether a parent is to be notified prior to the interview process. An officer has no obligation to advise a minor that he or she has a right to contact his or per parents or other adult or to have them present during questioning because no such right exists (California Attorney General's Office Legal Source Book).

School officials have a responsibility for students on campus. School officials are also required to notify parents whenever the police **remove** a student from campus, except in the case of suspected child abuse (E.C. 48906). School officials also have a need to obtain basic information about why an officer detective will be contacting a student, in the event the parents ask. Neither the school official nor the parents may interfere with a criminal investigation.

The policy is to allow the school administrator to remain during questioning if the student being questioned request that they remain. The school administrator is not to interfere in the questioning process.

### **INVOLUNTARY ASSIGNMENT TO ALTERNATIVE PROGRAMS**

For continued violation of school rules, a student will be assigned to another middle school, Opportunity Class, or Independent Study. A student may be considered for involuntary transfer if he/she has committed a suspendable offense or is a habitual truant. Prior to the involuntary transfer of a student, an appropriate combination of the following interventions will have been attempted:

- Parent contract
- Teacher conference
- Referral to school counselor
- After school detention/Friday Night School
- Home suspension
- Behavior Contract
- Referral to outside agency

### **BULLYING OR SEXUAL HARASSMENT**

Bullying involves exploitation of a less powerful person; there is an unfair advantage being exerted and is designed to cause physical, emotional or social harm to another person. Harassment is unwanted and unwelcome behavior from other students or staff members, which interferes with another individual's life. It's against the rules for students to make nasty remarks that embarrass

others or make them feel uncomfortable with actions or remarks that are sexual or racial in nature. These actions are prohibited for students:

- Vulgar letters, notes, posters, symbols or other writings offensive to students of a specific race, ethnicity, religion or gender.
- Comments, gestures or touches of a sexual nature that are deliberate and unwelcome.
- Any forced action such a pulling clothes down, blocking or cornering someone in a sexually way.
- Force or threat of force through outright actions or intimidation.
- Negative comments or behavior based on race or gender.
- Vandalism to personal property.

Sexual harassment is illegal. Sexual harassment is behavior, which includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. In the school environment, harassment includes slurs, epithets, verbal abuse, derogatory comments or degrading descriptions based on race or gender. Harassment of this nature is specifically prohibited by board policy, also by Education Code section 212.5, by Title seven of the Civil Rights Act of 1964, and by educational amendments of 1972.

### **GUIDELINES FOR HOMEWORK**

Middle school students will have 2-6 hours of homework each week. Parents are encouraged to read the Student Organizer. Each day, students will write their classroom and homework assignments in their Student Organizer. Parents are encouraged, each day, to sit down with their student and read the list of assignments in the organizer. It is then helpful for the parents to actually look at the finished assignments to confirm that the assignments listed are completed.

#### **Student's Homework Responsibility:**

- To copy daily class work and homework assignments in the Student Organizer.
- To ask any questions to clarify assignments.
- To bring home necessary books and materials.
- To do work neatly and legibly.
- To show completed assignments to your parents.
- To return the assignment to the teacher when it is due.

### **ACADEMIC PROBATION**

Students who receive a grade point average (GPA) below 2.0 for the first 6-week progress note will be placed on Academic Probation. Student's progress will be monitored every 6 weeks. The HVMS staff has set up an intervention program to assist in raising student's grades to the required 2.0 GPA or above. This program is called "Homework for Success Contract" that includes a weekly progress report, participation in Anytime School and student restrictions from participation in certain extra-curricular school activities. (Example: dances, sports events, etc.) Students and parents will be notified of their status and a weekly progress note signed by teachers and parents will begin until the next grading report period. Students placed on Academic Probation will automatically be placed on a recommendation list for retention.

### **PROMOTION/RETENTION CRITERIA**

Promotions and retentions are based on test scores, teacher recommendations, and daily performance in the classroom. California State Standards by grade level are available at the school, and will be provided on Back to School Night.

### **ORGANIZATIONAL CHECKS**

In order to continue supporting the academic performance of our students at Hidden Valley, we feel students need to be organized. We continue our efforts to improve achievement for each of our students. We believe that much of this improvement starts with good organizational habits. As a result, our Administrative team will provide organizational checks for classes at various times throughout the year. The intent is to make sure that all students are coming to school well prepared to learn, with the appropriate materials well organized, and following the Hidden Valley's school wide policies. We also check to make sure that students are writing down their homework assignments in their "Student Organizer" handbook.

We would like for all parents to know that if and when a student is found with items of no reasonable use at school, appropriate administrative action will be taken as deemed appropriate by Education Code 48900 and/or 48915.

### SPECIAL STUDENT ACTIVITIES/PRIVILEGES

Throughout the year the school will sponsor special activities, i.e., dances, skating parties, field trips, recognition assemblies, awards assemblies, etc. Most events are grade level specific. Students will not be allowed to attend the events that are scheduled for other grade levels. If students do attend the wrong events, consequences may be given. Attendance at these activities is a privilege and must be earned through acceptable behavior. **STUDENTS MUST ATTEND SCHOOL THE DAY OF THE EVENT TO BE ELIGIBLE TO ATTEND THE ACTUAL EVENT.** Students receiving misconduct notification since the last special activity will lose the privilege to attend any or all of the activities, even on the actual day of the activity. In the case of activities held in the evenings, the beginning and ending times are published well in advance. **Students are expected to inform their parents of the times so that when the activity is over parents will be waiting for them.** If a student is not picked up within 15 minutes of the ending time of the activity, that student will lose his or her privilege of attending the next activity. A record will be made and kept for the ensuing activity.

### POSITIVE ACTION

As the result of a district wide initiative, beginning August 2004, each day all students in Escondido Union School District will participate in a character development program. The curriculum that will be used is considered a core curriculum and has been approved by the California Department of Education. The Superintendent's Planning Council, which is made up of administrators, teachers, parent, and community members have supported this initiative in an effort to make the school communities a safe and positive environment. When students in the schools are learning to show respect for each other, develop self-concepts that are healthy, and maintain positive attitudes, it can only have a positive impact on the entire community of Escondido.

The Positive Action program at HVMS is provided during the first 14 minutes of every school day. The program is based on the premise that you feel good about yourself when you do positive actions. This philosophy is represented by a circle: positive thoughts lead to positive actions, which lead to positive feelings about yourself, which then lead to more positive thoughts. The program's purpose is to teach that there is a positive way to do everything. The mission of the Positive Action Program is to teach individuals, families, schools, members of learning centers, communities, the principles that lead to success and happiness.

## **PERSONAL RESPONSIBILITY**

To create a good learning environment, students will exercise personal responsibility for themselves and toward others by:

- treating yourself and others with concern and respect
- coming to school and class each day on time and with all the materials you will need
- doing your best to complete and return classwork and homework
- following classroom and school rules

## **STUDENT RESPONSIBILITIES**

ALL STUDENTS HAVE THE RESPONSIBILITY TO:

1. PROTECT THE RIGHT OF OTHERS TO STUDY AND LEARN
2. ATTEND SCHOOL DAILY UNLESS ILL OR LEGALLY EXCUSED
3. BE ON TIME FOR CLASS
4. OBEY SCHOOL RULES
5. FOLLOW DIRECTIONS THE FIRST TIME
6. TREAT EACH OTHER AND ADULTS WITH RESPECT
7. TREAT SCHOOL AND PRIVATE PROPERTY WITH RESPECT, INCLUDING TO AND FROM SCHOOL
8. VOLUNTEER INFORMATION AND COOPERATE WITH SCHOOL STAFF IN DISCIPLINARY CASES
9. COMPLETE ALL IN CLASS WORK AND HOMEWORK ASSIGNMENTS AND MEET DEADLINES
10. COME TO CLASS WITH NECESSARY BOOKS AND MATERIALS
11. SEE THAT SCHOOL CORRESPONDENCE TO PARENTS REACHES HOME
12. SHOW PRIDE IN THEIR SCHOOL AND COMMUNITY BY KEEPING THEM CLEAN
13. USE ASSIGNED PE LOCKER, NOT OTHER LOCKERS
14. AVOID BRINGING CANDY, SUNFLOWER SEEDS, TOYS, SKATEBOARDS, WALKMANS, IPODs, AND ROLLER BLADES TO SCHOOL.

## **POSITIVE RECOGNITION**

The successful students at Hidden Valley will enjoy many opportunities to honor and celebrate their accomplishments. These opportunities include:

- Outstanding Citizenship Recognition
- Outstanding Effort Recognition
- Positive and enjoyable school activities
- Respect from peers and adults
- Student Recognition Form
- Thank you notes
- Positive calls home
- Praise
- Special Classroom privileges
- Leadership roles
- Raffles
- Classroom events and special activities
- National Junior Honor Society
- Dance ticket discounts
- Spirit Day Assemblies
- GPA Recognition
- “Honor Level” Drawings & Special Events

**ASSOCIATED STUDENT BODY**

The offices of this student body shall be President, Vice-President, Secretary, Treasurer, Grade Level President and Vice-President.

**Write in the names of this year's officers:**

\_\_\_\_\_ ASB President

\_\_\_\_\_ ASB Vice-President

\_\_\_\_\_ ASB Secretary

\_\_\_\_\_ ASB Treasurer

\_\_\_\_\_ 8<sup>th</sup> Grade President

\_\_\_\_\_ 8<sup>th</sup> Grade Vice-President

\_\_\_\_\_ 7<sup>th</sup> Grade President

\_\_\_\_\_ 7<sup>th</sup> Grade Vice-President

\_\_\_\_\_ 6<sup>th</sup> Grade President

\_\_\_\_\_ 6<sup>th</sup> Grade Vice-President

## HONOR LEVEL SYSTEM

The Honor Level System is a program designed to recognize students for good behavior. It supplements the teacher's classroom management system. An emphasis is placed on teaching students to take responsibility for their actions. An additional goal of the system is to create an atmosphere on campus in which students maintain proper behavior. Rewards for positive behavior may include prizes, movie passes, field trips, assemblies, special events, and other incentives of interest to adolescents. Inappropriate behavior results in a series of progressive consequences and an accumulation of demerits. As the number of demerits increase, the student's Honor Level moves down:

Honor Level One	0 Demerits
Honor Level Two	1-10 Demerits
<b>Honor Level Three</b>	<b>11-20 Demerits</b>
Honor Level Four	21+ Demerits

All students begin the school year  
on Honor Level 1

An Infraction Slip (see sample) "worth" 1, 3, or 5 "demerit points" is issued to a students as a consequence for inappropriate behavior. The teacher submits the Infraction Slip to the office where it's inputted into the computer and places the student on the correct Honor Level. The student will receive the notification slip the next school day during his/her 3rd period class. (This slip states the information, who issued it, the consequence, and the date on which the student may return to Honor Level 1). He/she is to serve the consequences that day.

If the student cannot attend detention that day, on the following morning he/she must bring the notification slip to the office attached to a written

excuse from the parent/guardian. If the student does not, he/she will receive an additional 3-point infraction.

Receiving infractions may lower a student's Honor Level. Students on Honor Levels Three and Four will be excluded from special privileges such as participation on any athletic teams, school clubs, and attendance at dances/field trips.

Each time a student receives an infraction, he/she will proceed through one or more of the following steps:

- **Lunch Detention:** Student reports directly to the lunch detention tables where lunch will be served to them.
- **After-School detention:** Student remains at school for 30 or 45 minutes in the detention room.
- **Friday Night School:** The 8th period teacher will escort students to a designated detention room. Student remains in school until 5:00 p.m. The Student Infraction List will be sent to the parents.
- **Alternate Learning Center (ALC):** Student spends parts of a day or a full day in the supervised in-house suspension room. Student is required to complete assigned academic work.
- **Out-of school Suspension:** Student is not allowed to attend school or school events for a specified period of time. Parent attendance at a reinstatement conference is required upon the student's return to school.

## **SAMPLE INFRACTION FORM**

**Student:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **1 Demerit**

- A. Unauthorized use of electronic devices. i.e. cell phones
- B. Come to class with necessary materials
- C. Refrain from gum, candy, littering
- D. Arrive to class on time
- E. Follow classroom procedures

### **3 Demerits**

- F. Follow the district dress code
- G. Move through the halls in an orderly manner
- H. Use passes appropriately
- J. Respect school property and the property of others
- K. Follow lunch and field rules
- L. Use appropriate language
- M. Report to assigned detention
- N. Return overdue library books

### **5 Demerits**

- O. Treat peers with respect
- P. Treat staff members with respect
- Q. Follow staff directions
- R. Follow rules while serving detention
- S. Follow school and classroom rules repeatedly
- T. Settle conflicts appropriately

## The Student's Responsibilities

The Honor Level System requires the student to be responsible for his/hers actions. If a student receives an infraction, a detention notice will be given and he/she is expected to serve the detention. It is the student's responsibility to notify their parents of all infractions and consequences.

*If the student does not fulfill the responsibility of serving the consequence, the student will automatically receive the next consequence and three additional demerits.*

## Getting Back to Honor Level 1

If the student earns one demerit and has dropped to Honor Level 2, he/she can be back on level 1 in 7 days provided no additional demerits are earned. Three and five point infractions fall off on the 14<sup>th</sup> day. Both the 7 and 14 day window include weekends, holidays, even vacation days! It is possible to regain good standing in a relatively short period of time.