

OAK VALLEY MIDDLE SCHOOL
16055 Winecreek Road
San Diego, California 92127



Family Handbook
2009 - 2010

Principal: Sonya Wrisley

Assistant Principal: Kaleb Rashad

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Principal: 858-487-2939 ext. 6126

Counselors: David Harris and Barbara Tomeo

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Counseling Office: 487-2939 ext. 6502
Library: 487-2939 ext. 6105

Principal's Message

We want your child's experience at Oak Valley Middle School to be positive! Good lines of communication are an important part of this. This Family Handbook contains information that will help you throughout the year. Parents and students are kept informed about current school events as well as changes or additions to the calendar via a weekly update e-mail available at <http://www.powayusd.com/pusdovms/weeklyupdate.htm>. Our Automated Phone "call out" system enables us to occasionally call all of our families with a recorded message. **Please note: in an effort to save money, we will be sharing most of our information with you through our webpage and e-mail.** If you need hard copies of our weekly updates, please call our office at (858) 487-2939.

Please contact us if you need additional information or assistance—we are here for your children, and are happy to help!

Warmly,
Sonya Wrisley

MISSION STATEMENT

Students are at the heart of Oak Valley and meeting their needs is our first priority.

Character Counts Monthly Themes:

August 20 – September 4

Be Terrific! (TRRFCC)

September 8 – October 9

Trustworthiness

October 12 – November 13

Respect

November 16 – January 8

Responsibility

January 11 – February 12

Fairness

February 23 – March 60

Caring

March 29– May 7

Citizenship

May 10– June 8

Be Terrific! (TRRFCC)

A Celebration of all traits!

OAK VALLEY MIDDLE SCHOOL **CLIMATE FOR LEARNING**

An effective school climate supports people, honors efforts, and forgives mistakes. The way Oak Valley school community members feel about themselves and others and the way they treat each other every day, reflects the culture of our school. Our philosophy emphasizes positive expectations, recognizes differences, and provides choices. Along with high expectations for behavior, we are committed to helping all students succeed.

We believe:

- All students can learn and can learn to behave appropriately.
- All students deserve our never-ending support.
- Discipline is more about teaching, learning and problem solving than about punishment.
- All school community members have a responsibility for solving problems in our school.

OUR SIX PILLARS OF CHARACTER

Our vision for the attributes held by all community members of Oak Valley Middle School are as follows:

1. TRUSTWORTHINESS

- Being honest
- Having strong values
- Seeking out each other for support

2. RESPECT

- Having self-respect
- Respecting others
- Having pride in ourselves and our school
- Being positively known by others

3. RESPONSIBILITY

- Taking initiative
- Being accountable for our actions
- Staying focused
- Having good attendance
- Being on time
- Being goal-oriented and self-directed
- Being persistent
- Being committed
- Being cooperative

4. FAIRNESS

- Being open-minded
- Remembering that everyone has something to offer

5. CARING

- Keeping each other safe
- Being compassionate
- Being friendly
- Being helpful
- Being kind

- Having enthusiasm
- Having a diverse group of friends
- Being non-confrontational

6. CITIZENSHIP

- Being active participants
- Communicating effectively
- Contributing back to the school
- Following expectations
- Feeling empowered and confident
- Having a joy for learning
- Expressing ourselves constructively

GUIDELINES FOR A SAFE AND ORDERLY ENVIRONMENT

Students in California have the right to be safe while attending school. The Oak Valley Middle School Staff* and Administration will do everything possible to guarantee this right.

Students, when facing disciplinary action, are entitled to hear the accusation and then provide an explanation. All school personnel will adhere to this guarantee.

Students wishing to appeal disciplinary decisions should contact an administrator for information on specific procedures.

(*Staff is defined as all adult personnel.)

I.D. CARDS

All Oak Valley community members (students, parents, and staff) must wear an I.D. badge while on campus. Student I.D. card will be required to check out materials from the library, purchase lunches on account, and for identification at school student events. Replacement I.D. cards may be purchased in the library for \$5.00.

CAMPUS EXPECTATIONS

Oak Valley Community Members will use the Six Pillars of Character as a behavior guideline:

Trustworthiness:

- Do the right thing even when no one is watching.
- Admit your mistakes.
- Be honest.
- Do your own work.

Respect:

- Treat others the way you want to be treated.
- Always use appropriate language.
- Refrain from rough-housing, horseplay, and pretend fighting.
- Keep hands and feet to yourself.
- While in the lunch-line, go to the back of the line and wait your turn to get lunch.
- Elevators are to be used only by students with

specific special needs.

Responsibility:

- Be where you are supposed to be and prepared at all times.
- Use sidewalks and refrain from cutting across grass or landscaping.
- Place trash in trash cans and recyclables in appropriate containers.
- Follow directions the first time they are given.

Fairness:

- Refrain from taking sides in arguments-nobody wins.
- Ignore rumors and do not spread them.
- Spreading rumors only hurts others. Let a person know it is not cool to spread rumors.
- Be fair to others in the lunch-line by not saving a place or buying food for friends.

Caring:

- Keep our campus clean by not spitting on school grounds.
- Food in lunch area is for consumption only and is not for throwing.

Citizenship:

- Have a positive attitude.
- Chew gum when off campus only.
- Refrain from inappropriate public affection.
- Lunch is to be eaten only in designated areas.

BEHAVIOR SUPPORT CALL

To support learning and teaching, the Behavior Support Call system is used at Oak Valley. For disruptions or student behaviors that are not reflective of our **Six Pillars of Character**, staff will call the office and request Behavior Support Team assistance. A Behavior Support Team member will go immediately to the classroom. In order to reach a positive resolution the student will be counseled and guided toward making better choices. Parents will also be contacted at that time and their support will be enlisted as we problem solve together how best to change the behavior of their student and “make it right.” Behavior Support calls are logged in the computer for future reference.

DRESSING FOR SUCCESS

Dressing for Success applies to all school activities including field trips and dances.

Dressing for Success Guidelines:

OVERALL:

- Student appearance may not cause distractions or safety concerns in any way in the school environment.
- Anything that is worn may not advertise or promote items that are prohibited on campus. Examples may include weapons, alcohol, drugs, sexually explicit graphics, or foul language.
- Gang related accessories or jewelry that could pose a threat to others may not be worn.

- Swimwear, sleepwear or similar clothing may not be worn (board-shorts are OK).

TOPS:

- Hats may only be worn outside.
- Hair color and style should not be distracting in class.

MIDDLE:

- Undergarments should always be covered.
- Lower hem of tops should be able to rest on upper hem of lower clothing.
- Shorts and skirts are to cover the bottom completely at all times (especially when reaching down to pick something up).
- Necklines may not be revealing.
- Tube tops, netted, see-thru or meshed material or sports tops should not be worn alone.

FEET:

- Footwear must not interfere with required school activities.
- Slippers and footwear containing wheels are not permitted.

In an effort to maintain the belief that education is our primary purpose, the staff will address new fads that occur during the school year such as extreme hairstyles, etc.

Dress Code Violations: Students will be asked to change into PE clothes. A Support Call may be required for students who repeatedly violate our dress code.

**THE THREE R's OF BULLYING:
RECOGNIZE, REFUSE, REPORT**

1. RECOGNIZE BULLYING

Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Ask yourself these questions:

1. Is it fair?
2. How does it feel (threatening, bad, uncomfortable)?
3. Does it keep happening?

Two types of Bullying:

- I. **Face-to-face bullying:** This kind is easier to recognize. Actions include: hitting, pushing, name-calling, teasing, put downs, making fun of or leaving someone out on purpose.
- II. **Behind-the-back bullying:** Actions include: gossip, rumors, talking behind someone's back.

Putdowns hurt!

Words or actions that are meant to hurt or embarrass someone are called putdowns. They include name-calling, insults, rude gestures, rolling eyes at someone, imitating the way a person moves or walks.

2. REFUSE BULLYING

Ask yourself: “Is it safe for me to speak out assertively?” If yes, then...

Use assertive steps:

1. Get cool and calm. Take a deep breath and say to yourself: “Cool and calm”.
2. Imagine yourself speaking in a strong, clear, respectful voice.
3. Stand straight and tall.
4. Look directly at the person you are speaking to.
5. Say what you mean in a strong, clear, and respectful voice: “Stop. That’s bullying.” Then walk away.

Bystanders Unite!

The people standing around watching the bullying happen are bystanders. They can make a big difference in stopping bullying:

- Report bullying to an adult.
- Don’t watch bullying.
- Say “NO” to bullying.
- Bystanders Unite. Be part of the solution.
- Refuse to let others be bullied.
- Everyone deserves respect!

Stop Rumors

When you hear someone starting a rumor, or repeating a rumor, use a **rumor block**...a statement you make to a person who tells a rumor. Examples of rumor blocks are: “That sounds like a rumor to me”, “You don’t know if that’s true”, “Do you have proof of that?”

Anytime you don’t feel safe, go get help from an adult immediately!

3. REPORT BULLYING

Reporting isn’t tattling. Tattling is when a student tries to get someone in trouble. Reporting is when a student tries to keep someone from getting hurt. Anytime is a good time to report bullying to an adult. There is a Bullying Report box in the Welcome Center that is checked regularly by the Peer Mediators for students to report on-going bullying.

Adapted from Steps to Respect: A Bullying Prevention Program.

GENERAL INFORMATION

ACADEMIC SUCCESS TIPS

1. Instill the importance of **consistently completing homework** and **turning in ALL work ON TIME**.
2. Work with your child to keep an **organized** backpack (books, homework, supplies, papers).
3. Develop with your child an **“organization system” – keep it simple**.
4. Monitor the student planner and homework.
5. Have the student use a blue card for monitoring progress.
6. Require teacher initials in the planner as a verification that homework has been assigned.

7. Instill in your child the importance of putting forth their best thinking and effort into their school work.
8. Instill the importance of asking for help.
9. Require your child to make up absent work. No missing assignments.
10. Make it a goal to not earn any zeroes on any assignment.
11. Develop the attributes of:
 - ♦ **Responsibility**
 - ♦ **Perseverance**
 - ♦ **Communication**
12. Calculate with your student their GPA (3.0 or higher).
13. With you student check Learning Point and teacher Web Pages.
14. Attend with your 7th grade student the AB1802 meeting with the school counselor.
15. Develop an action plan with your student if they are not ON TRACK to receive a high school diploma.
16. Develop an action plan with your student to be College Ready (Post-secondary Education).

7th grade

Necessary Performance to be On-Track for High School Graduation		Necessary Performance to be On-Track for College Entry	
<i>Language Arts</i>	<i>Math</i>	<i>Language Arts</i>	<i>Math</i>
MAPs 215	225	225	238
CST Basic	Basic	Proficient	Proficient

8th grade

Necessary Performance to be On-Track for High School Graduation		Necessary Performance to be On-Track for College Entry	
<i>Language Arts</i>	<i>Math</i>	<i>Language Arts</i>	<i>Math</i>
MAPs 219	230	230	244
CST Basic	Basic	Proficient	Proficient

ACTIVITIES

Students are strongly encouraged to wear their Oak Valley ID card at all times.

1. CLUBS AND ORGANIZATIONS

Various clubs and organizations are available to enhance student social involvement and complement academic achievement.

2. DANCES

Several times during the year dances will be held. Only Oak Valley students may attend. Students who attend the dance must have a dance ticket and must present their current OVMS I.D. card before being admitted to the dance. Tickets are purchased ahead of time (student must present current I.D. card to purchase ticket) and must be signed by a parent and presented at the door. For this reason, tickets are not sold on the day of the dance or at the door. Tickets are **not** refundable. Once students are in the dance, they may not leave until the end.

Please remember that all students must be picked up and

off campus within 15 minutes of the end of the activity. Any student not picked up within the required 15 minutes will be given a warning and will have their name put on a list. A second offense of this nature will cause the student to be ineligible to purchase dance tickets for the remainder of the school year. The safety and supervision of our students is always our concern.

3. STUDENT LEADERSHIP

The ASB (Associated Student Body) is an organization where students can express their opinions and participate in the management of student activities. The ASB promotes initiative, leadership, and involvement.

ARRIVAL AND DEPARTURE

On Regular school days, school begins at 8:20 a.m. and ends at 3:05 p.m. On Professional Time days school begins at 9:20 a.m. and ends at 3:05 p.m. Supervision will be available one half hour before and after school starts. Students should be off campus by 3:30 p.m. unless in an approved after school activity.

ATTENDANCE

School attendance is vital to student learning. Studies have proven that children who are absent 2 or more times each school month achieve 25% less than their fellow students, and that all students' grades and understanding improve if they attend school on a regular basis.

Absences: If your student is absent, please call the **attendance hotline (673-0668)** before 11:00 a.m. each day the student is absent. An adult must make this call. If you forget to call, please call as soon as you remember (the hotline is on 24 hours a day), or have the student bring a note to the attendance office prior to returning to class.

Attendance is also vital for school funding, and any absences reduce the funding the school gets from the state (unless the student is on an Off-Campus Independent Study Contract).

Contracts: If there is a planned absence for five or more days, please see the attendance assistant as soon as possible to set up a homework contract for the student. This allows the student to do the work that he or she would be doing if they were in class and helps the school to continue to be funded by the state. A contract should also be used for extended illnesses, planned surgeries, etc. A week's notice is preferred, but can be done in an emergency with as little as a one-day notice. Home tutors may be appropriate for some extended medical problems. Please contact the attendance office (487-2939 ext. 6122) as soon as possible regarding home tutors.

Student safety is another major concern for us. Students must be signed out in the office before departing early and students are not allowed to wait in front of the school to be picked up during school hours. Please be prepared to show identification to get your child.

Early release: Help us to help you. If your student needs to leave early from school please send a note with your

student **to the office** that morning, specifying the time you will pick them up. Your student should bring the note to the office before school so we can have your student in the office waiting for you. – If you find out after school starts that you will need to pick your student up that day, please call us at 487-2939 as soon as possible. This will prevent delays for you (such as trying to get your student while they are running cross-country) and will help us to minimize interruptions to the classrooms.

FIELD TRIPS AND REWARD TRIPS

Field Trips are to be curriculum based and standards aligned. As extensions of the classroom learning environment, all students are encouraged to participate. Alternative assignments may be made available at the teacher's discretion for those students who cannot attend.

Reward Trips are to be scheduled outside the context of the normal school day. The only exception to this might be the last week of school. Instructional minutes may not be used for trips to amusement parks, bowling alleys, miniature golf courses, arcades, etc. Participation on reward trips will be determined by the teachers and the administration. Students who fail to consistently exhibit the 6 Pillars of Character (Caring, Citizenship, Responsibility, Respect, Trustworthiness and Fairness) may be excluded.

CAFETERIA

Eating a School Lunch is good for your student. There is a demonstrated relationship between the intake of food and good nutrition, and the capacity of children to develop and learn. Participating in the National School Lunch Program is an economical way to provide at least one-third of your child's daily nutritional requirements. The cost of a full meal, which includes milk, fruit, vegetable, and an entrée is either \$2.25 or \$2.50. Ala Carte items are also offered. (Visit our Food & Nutrition Department Website at www.powayusd.com to see menu choices.)

Start a Lunch Payment Account for your student and know they'll always have lunch money. You may prepay for meals with cash or a check. Parents can also prepay student meals with a Visa or Mastercard credit card or check/debit card through MyLunchMoney.com, which is a secure online prepayment service for student lunch accounts. Make checks payable to: PUSD Food and Nutrition Department. Write the student's name and account number (student ID number) in the memo section of the check. If you wish to send a payment for more than one child, please list the names and amounts to be credited to each child. Prepayment envelopes are available in both the office and the cafeteria. Lunch monies should be turned in **BEFORE** school to the office.

Students are required to show their identification each time they access their lunch account. This is for your protection as student's account numbers follow them throughout their enrollment with PUSD. Do not share your account number with anyone.

Contact Information:

Christi Tulenko
Food & Nutrition Supervisor
Oak Valley Middle School

COUNSELING SERVICES

A comprehensive counseling program is available to all students and parents to help students with academic, instructional, social, and personal concerns. Students are welcome to visit the Counseling Center in room 502/503. The Counseling Center is a place for students to receive support in a positive, encouraging environment. Open throughout the school day, the counseling office provides services including support groups and a parent resource library

ACADEMIC AWARDS:

Each year, students who have demonstrated excellent or outstanding academic achievement, are honored.

ACADEMIC GRADES & MONITORING:

Student grades and assignments are available electronically thru teacher web sites:

- Go to powayusd.com
- Go to OV link
- Click on "staff webpage" directory
- Click on teacher name
- Select grades
- Type student's full GRID# into correct period's box

ACADEMIC

Counselors will meet with every 7th grade student under ed code AB1802 to go over the following:

- Grades
- MAP Test scores & CST scores
- Interventions
- High School Requirements & graduation
- College A-G requirements, and application

REPORT CARDS

Report cards are issued every twelve weeks. Trimester ending dates are published in the PTSA newsletter and on the OVMS website. Progress notices are issued at approximately the sixth week of each trimester. **Grade concerns should be addressed with the teacher.**

HOMEWORK POLICY

At the middle school level, homework should primarily consist of reading, practice in mathematics, application of writing and beginning research. At this level, homework should continue to build independent study habits. Long term assignments at the middle grades should be limited in number and duration with clear checkpoints to monitor progress towards completion. As a guideline, homework should be assigned on a regular basis with total homework assignments not to exceed two hours nightly.

Make-up Work: Students shall be given the opportunity to make up school work missed because of an excused absence or suspension and shall receive full credit if the work is turned in according to a reasonable make-up schedule. Students who miss schoolwork because of unexcused absences may be given the opportunity to make up missed work. Students will be allowed full make up privileges without penalty for any work missed during observance of major religious holidays.

HEALTH INFORMATION

Students who become ill during the school day should request a pass from their teacher to visit the Health Office. Students who feel ill at the end of a class should first check in at their next class. If necessary, parents will be contacted. It is essential that all current contact information be on file. You can assist the school in maintaining healthy and safe conditions for your student by cooperating with the following:

Medication:

Before any medication (**prescribed or over-the-counter**) can be given during school hours, an Authorization for Medication Administration form (PUSD H-26) must be on file. **Both physician and parent/guardian signatures are required.** All medication is kept in the Health Office and must be in the prescription container or original packaging, labeled with the student's name. The Health Technician will supervise self-administration of the medication during school hours. If a medical condition warrants a student to have immediate access to their medication, a physician and parent must sign an Authorization to Carry Medication While At School form (PUSD H-26B), allowing the student to carry their medication with them during school hours. See the Health Technician for the appropriate forms or download them at <http://www.powayusd.com/pusdvoms/> click "Parents" then "Health Forms".

Exceptions: Sunscreen, lip balm, throat lozenges, contact lens solution, and cough drops require written parent permission only. For more information visit the Health Office website:
<http://www.powayusd.com/pusdvoms/health/>.

EVACUATION DRILLS

During a drill, walk in a quick, quiet, and orderly manner to your assigned area and be prepared to follow instructions. If an emergency should occur at lunch, noon supervisors will escort students to the appropriate location, where you will meet with your FIRST PERIOD teacher.

When instructions are given for a lockdown drill, all students should immediately follow the directions of their teacher. If you are out on campus during a lockdown, please immediately proceed to the nearest classroom.

During a drill, students are expected to assist their teacher by carrying the teacher's sign, first aid kits, and any other equipment and/or materials.

Initiating fire alarms without cause will result in severe disciplinary action, possibly involving police. Disruptive

behavior during a drill will result in a Behavior Support Call or other disciplinary action. Student safety is a primary concern at Oak Valley.

LIBRARY

Library Website:

<http://destiny.powayusd.com/common/welcome.jsp?site=100>

1. SERVICES

Our school library collection includes books, magazines, a reference section and online resources. Computers are available for student use. Library hours: Monday, Wednesday, Thursday and Friday - 8:00am - 2:00 pm. Tuesday: 9:00 am- 2:00 pm. Students are required to have a current Oak Valley ID to check out library books and parental permission to use a computer. Students may print out assignments from the library computers. The first two pages are free, with each additional page costing 10 cents. A maximum of three books may be checked out to a student. Books are to be returned on time and in good condition and may be renewed. There are no fines for overdue library books. Behavior expectations are the same as for the classrooms. Additionally, food and drinks (including water bottles!) are not allowed in the library. Cell phones and electronic devices are not permitted in the library. Replacement IDs are available in the library during both lunch periods on Mondays and Wednesdays.

2. TEXTBOOKS

LIBRARY: Library Website: <http://www.destiny.powayusd.com/welcome.jsp?site=100>

1. Services - Our school library collection includes books, magazines, a reference section and online resources. Computers are available for student use. Library hours: Monday, Wednesday, Thursday and Friday - 8:00am - 2:00 pm. Tuesday: 9:00 am- 2:00 pm. Students are required to have a current Oak Valley ID to check out library books and parental permission to use a computer. Students may print out assignments from the library computers. The first two pages are free, with each additional page costing 10 cents. A maximum of three books may be checked out to a student. Books are to be returned on time and in good condition and may be renewed. There are no fines for overdue library books. Behavior expectations are the same as for the classrooms. Additionally, food and drinks (including water bottles!) are not allowed in the library. Cell phones and electronic devices are not permitted in the library. Replacement IDs are available in the library during both lunch periods on Mondays and Wednesdays.

2. Textbooks – Students are issued textbooks for those classes in which they are enrolled. Textbooks are issued to students during registration. In accordance with PUSD administrative procedure (6.84.1) the student and/or his/her parents/guardians are liable for the replacement cost or repair of any lost, vandalized, or damaged book. Please use paper book-covers and write your name inside the front cover. Never use adhesive book covers! Do not tape or staple anything to the book itself. Additional copies of textbooks may be purchased directly from the publishers. Please consult the OVMS

Library website for a complete list of textbooks publishers and contact information.

Computers on Campus

The use of school computers is a privilege for which all users accept responsibility. The computers are intended to support student learning and provide additional resources for your research purposes. **COMPUTERS ARE RESTRICTED TO ACADEMIC OR SCHOOL RELATED USE ONLY.** Therefore, please adhere to the following rules:

1. EXPECTATIONS:

- All disks/portable drives brought from home **MUST BE virus scanned** before using in computers in the **lab or classroom.**
- You are **NOT ALLOWED** to move or change any item on the computer screen or alter the desktop settings.
- Removing, replacing, or switching any computer keys will result in a support call.
- **An ID CARD is required for students to independently use the computer lab.**
- Students will follow copyright guidelines when using materials found on the Internet and Online Resources.

A school **ID CARD INDICATING PARENTAL PERMISSION TO ACCESS THE INTERNET** is required for students to independently use any school computer. Students must follow copyright guidelines when accessing online and other resources found on the Internet. When using a school computer, school community members will not:

- Eat food, chew gum or have drinks, including water.
- Use chat rooms.
- Vandalize or steal equipment.
- Steal or alter software.
- Alter desktop settings.
- Play games.
- Download program or software.
- Use Instant message or email for personal use.

There is no right to privacy in the use of the computer system. The school reserves the right to monitor and access information on the system for the purpose of determining whether a violation of these restrictions has occurred. Any violation of these rules will result in loss of your privileges to use computers on campus.

2. GUIDELINES FOR INTERNET USE:

- A. Students must have the Acceptable Use Contract signed by their parents and on file at Oak Valley before they may gain access to the Internet on campus.
- B. The classroom teacher must supervise classroom use of the Internet and the students must possess and have parental permission to access the internet.

In order for students to access the Internet independently in the computer lab they must:

- Possess an Oak Valley ID card and have parental permission to access the internet.
- Be supervised by an adult during use.

3. CONSEQUENCES OF IMPROPER COMPUTER AND INTERNET USE:

First Offense – Support call and denial of hardware, software, and Internet access for 20 school days (Internet sticker removed).

Second Offense – Support call and denial of hardware and software and Internet access for the balance of the school year (Internet sticker removed).

P.E. LOCKERS/LOANERS

Students must always suit up for physical education classes. Other arrangements will be provided for long-term medicals per student's physical education teacher. P.E. clothes may not be shared. If students forget their P.E. clothes, clean loaners will be issued.

Lockers will be assigned in P.E. classes only. Students must use only the locker issued to them. There is no sharing of lockers. Locks must be purchased from the Oak Valley P. E. Department and are available throughout the year. Locker combinations should not be shared. Students are responsible for all items stored there. The school will not be responsible for items stored in lockers. Please note: Because we are a participation and standards based program, absences and medicals are expected to be made up.

PERSONAL PROPERTY

1. ANIMALS AND PETS

Written permission must first be obtained from the teacher at least 3 days before the animal is brought to school. Animals must be brought to school by the parent/guardian then removed from school immediately after the class activity. Animals are not allowed on the bus.

2. BICYCLES AND SKATEBOARDS:

Oak Valley wants you and your property to be safe, especially in the high traffic areas around a school. Therefore, wheeled vehicles are not allowed to be ridden on campus. This includes bicycles, roller blades, skateboards, motorized scooters, etc. Students are responsible for safeguarding their property by locking the items up and wearing required safety equipment.

3. ELECTRONIC DEVICES:

Oak Valley supports the use of Acceptable Electronic Devices. These are devices which supplement/augment the curriculum, and have been approved by the student's teacher in the designated classroom. Examples of these devices are laptop computers, calculators (standard & graphing), spell-checkers, PDAs, etc. Oak Valley Middle School and the Poway Unified School District are not liable for the loss or

damage of any electronic devices brought to school. Staff members will not take "custody" of any student property. Students are responsible for all of their valuables, including electronic devices, and parents may want to investigate their Homeowner's Insurance policy for protection of student valuables on school property.

If any electronic device is used in an unacceptable manner, it will be confiscated and must be picked up by a parent.

4. CELLULAR PHONE POLICY

Per Poway Unified School District Board Policy Article 5.0, Section 5.29, Oak Valley Middle School adopted the following guidelines:

1. Phones must remain off during school hours, 8:20-3:05, (including field trips) and while on the school bus.
2. Phones must remain concealed and turned off (in a backpack or purse) during school hours.
3. Approved use times are before/after school hours, before/after on-campus event/after school activity and by special permission from school staff.
4. Violation of phone policy will result in confiscation of phone by school staff.
5. Phones will be confiscated and may be returned to the parent/guardian.
6. Repeated violations of phone policy will result in permanent loss of phone privilege on campus; parents will be notified.
7. Phones must have identification of owner (name).

5. LOST AND FOUND

Lost or found **books** are kept in the Library. All other items can be found in the Lost and Found cabinet in the Welcome Center. At the end of each month, all unclaimed articles are donated to charity.

6. PASSES

Students are required to have an Oak Valley hall pass in their possession any time they are outside the classroom during class periods.

STUDENT STORE

The student store is for your convenience. It is located in room 411 and is open at lunch for purchase of supplies. The student store is run by volunteers, therefore, it may not be open every day. All proceeds from the store are used to purchase items for the benefit of the entire student body.

TRANSPORTATION

1. INFORMATION

For information regarding bus passes, please refer to the "Transportation Information" packet published by the District. Students will be notified of loading zones the first day of school. Parents and other drivers are not allowed to stop, park, or in any way block, the passage of school buses as they move to and from the loading zones. Observe the red lines. It is for our student's safety that we require this.

Students should be on time at the designated school bus

stop in single file and should wait until the bus comes to a complete stop before attempting to enter.

Students are expected to board the bus in an orderly fashion.

The law requires cars in both directions to stop when red lights are flashing.

If you have any questions regarding late buses, etc. you can reach PUSD Transportation at **858-679-2636**.

2. BUS RULES/REFERRALS

While on the bus, students should keep hands and head inside the bus at all times. Remember that loud talking, laughing, and other inappropriate noise distracts the driver's attention and makes safe driving difficult.

Horseplay is dangerous around or on the school bus. Students must be seated while the bus is in motion. Horseplay is not allowed.

When the assistant principal receives a bus referral, the following procedure is followed:

1st Bus Referral:

The student is warned and a copy of the referral (warning) is sent home.

2nd Bus Referral:

Student may lose privilege of riding the bus for one week (5 school days) OR is assigned to Bus Safety School, which is scheduled one Saturday each month. The assistant principal will make parent contact.

3rd Bus Referral:

Student may lose privilege of riding the bus for two weeks (10 school days). The assistant principal will make parent contact.

4th Bus Referral:

Student may lose privilege of riding the bus for (40) forty school days. The assistant principal will make parent contact.

5th Bus Referral:

Student may lose privilege of riding the bus for the remainder of the school year.

If students want to ride any bus other than their usual, they must have written permission from a parent and a school administrator.

An Activity Bus is provided Monday through Thursday each week for students with scheduled after school activities. Students not participating in an approved after-school activity may not ride this bus.

In order to ensure campus security and safety for students, and to reduce the impact on our learning environment, non-Oak Valley students are not allowed on campus. Only students registered and attending Oak Valley Middle School may be on campus during school hours.

Adult Visitors

All visitors to the school must check in at the Welcome Center office, sign in and obtain a visitor's nametag. Visits to classrooms should be pre-arranged with the teacher.

MISCELLANEOUS INFORMATION

1. LIMOUSINES

Limousines may be used as part of Oak Valley sponsored reward available to all students. However, limousines are not appropriate on campus at any other time for individuals or small groups.

2. BALLOON & FLOWER BOUQUETS

Many students bring balloon and flower bouquets to school as gifts for their friends. In the interest of health issues and keeping students focused on learning, balloons and flower bouquets are not permitted in instructional areas. Balloons and flower bouquets brought to school must be held in the Welcome Center until the end of the school day.

3. DELIVERIES & MESSAGES

Messages and forgotten items may be brought to the Welcome Center. Students will be notified, at an appropriate time, to pick up items at the Welcome Center.

ACADEMIC HONESTY

The Governing Board of Poway Unified School District believes that academic honesty and personal integrity are fundamental components of a student's educational experience. The Board expects that students will demonstrate acts of academic honesty at all times and will not engage in acts of:

- Cheating on tests
- Fabrication/falsification
- Forgery
- Unauthorized collaboration
- Plagiarism
- Theft/alteration of materials or equipment

The Board intends that the District data network, Internet, and other on-line resources provided, be used to support the instructional program and further student learning. Users of the District's computing and network resources are required to use such resources responsibly, ethically, and in compliance with usage agreements outlined in District policy.

Disciplinary actions for violations of the rules of the academic honesty policy may range in severity and will be appropriate to the situation. Disciplinary actions include, but are not limited to, the following:

VISITORS ON CAMPUS

Student Visitors

- Expulsion
- Suspension
- Dropped from the class
- No credit
- “U” in citizenship

OPTIONS FOR RESOLVING CONFLICTS

Give an “I message” to stop unwanted behavior: I feel (angry, sad, upset, frustrated) when you (hit, name call, push, tease) me because (state how it affects you [it hurts, it distracts me, it bothers me]). If you don’t stop I will have to report you to a (teacher, counselor, administrator).

- A. Inform any adult on campus (teacher, office staff, noon supervisor, etc.) and ask for assistance.
- B. Go to the Assistant Principal’s office. Report the incident and fill out a “Witness Declaration” form.

DEFIANCE OF AUTHORITY

All school staff members and volunteers are in a position of authority on campus and at any school-related activity. Direct challenges or verbal abuse toward an adult will result in disciplinary action. Direct challenge or verbal abuse that is considered a threat of bodily harm to a staff member or volunteer could result in arrest and possible expulsion from the Poway Unified School District.

NOTE: By law, students are required to do what is reasonably asked of them as long as the request does not cause physical or mental danger to them. If a student feels s/he is not being treated fairly, the student will refrain from arguing with the staff member and take the appeal to the assistant principal.

NON-PUNITIVE SELF REFERRAL

Students who want help dealing with a drug or alcohol problem are encouraged to discuss this with parents and trusted adults on campus.

Students who disclose past use of alcohol or other drugs while seeking adult intervention WILL NOT be punished or disciplined for **past** use.

This excludes a student currently in possession OR under the influence at the time of reporting the information.

Students who **immediately** come to the office upon finding that they inadvertently brought a prohibited item to school, i.e., knife or other dangerous object, WILL NOT BE PUNISHED OR DISCIPLINED. This excludes students who are found to have the item without reporting it to a staff member.

PROHIBITED ACTS

Students of the Poway Unified School District will be disciplined in accordance with Statutes of the State of California. A student will be subject to disciplinary action for the designated acts which are related to school activity and attendance and which occur at any time, **including but not limited to any of the following:**

- The student is on school grounds at a time when school is in session or a school-sponsored activity is in progress.
- The student is going to or coming from school.
- The student is on breaks or lunch periods whether on or off campus.
- The student is going to, coming from, or attending a school or District-sponsored activity.

The following actions may result in one or more of these consequences: Behavior Support Call, Detention, Suspension, Restitution, Expulsion, Involuntary Transfer, and/or Police Action. Parents are responsible for all restitution.

Suspension: removal of a student from ongoing instruction for adjustment purposes.

Expulsion: removal of a student from the immediate supervision and control of, or the general supervision of, school personnel.

Involuntary Transfer: transfer of a student from one school to another school, or to an alternative instructional program, within the district.

ALCOHOL, NARCOTICS, DANGEROUS DRUGS, OR OTHER CONTROLLED SUBSTANCES OR INTOXICANTS

Possessing, using, having consumed, or being under the influence of the above; offering, arranging, or negotiating to sell any drug paraphernalia: First Offense--transfer and intervention contract. Second Offense--recommendation for expulsion.

Transferring, selling, distributing, offering, arranging, or negotiating to sell, or possessing quantities sufficient to suggest the intent to purvey, give, or sell to other students substances which are, or purported to be the above: First Offense – recommendation for expulsion.

To enforce its policy of Zero Tolerance for drugs, the District may use specially trained nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or District policy. The inspections shall be unannounced.

COMPUTER HACKING AND/OR INTRODUCING A COMPUTER VIRUS

"Computer hacking" is illegally entering a computer system. A "computer virus" is a program that, once installed into a computer, will destroy software and computer memory. **Severe Consequence** – Behavior Support Call, restitution, suspension, and police intervention.

DAMAGE OR THEFT (ACTUAL OR ATTEMPTED) OF SCHOOL OR PRIVATE PROPERTY

Students who steal or vandalize school or personal

property may receive suspension, restitution, and police action depending upon the severity of the offense. The parent or guardian is legally responsible to pay for any losses due to proven theft by their child or damage to public property caused by the student.

ELECTRONIC SIGNALING DEVICES

Possessing or using prohibited by State Assembly Bill 2800.

FIGHTING

Actual, or attempted injury to another person, that occurs during a hostile encounter. Mutual combat is when both parties are participants. For school purposes, "self-defense" is **not** fighting back. Self defense is the prevention of harm by blocking, holding or at best the moving away from a fighter. An "eye-for-an-eye" is considered fighting, not self-defense.

Inciting a Fight: To encourage, facilitate, or urge others to engage in physical contact. Examples include, but are not limited to, the following:

- Teasing, harassing, messing with, annoying, or bothering someone to get the person to fight, mad-dogging.
- Preventing someone from leaving a fight.
- Being a third party getting others to fight.
- Asking someone if they are going to fight someone/or meet them for a fight.
- Yelling out "Hit him!" "Get him." etc.
- A spectator challenging / baiting others to fight: "You're afraid."

Any student who engages himself or herself or students who attend fights will be viewed as encouraging others to fight.

Rough-housing or horseplay which often leads to fighting is not appropriate behavior on the Oak Valley campus. **Behaviors that assist others to cause or threaten to cause physical injury to another person will be viewed with the same seriousness as those directly involved.**

FIREARMS, KNIVES, EXPLOSIVES, OR OTHER DANGEROUS OBJECTS

Disciplinary action ranges from suspension and police intervention to expulsion from the District. Utensils for school parties will be supplied by adults only.

- Possession of firecrackers or any other explosive device maybe subject to suspension with consideration of expulsion
- Any student found guilty of setting off an explosive device will result in a suspension pending recommendation of expulsion.
- Any weapon or simulated weapons brought on campus will be confiscated. The result could be possible arrest, prosecution and expulsion. Some examples are paint guns, pellet guns, B-B guns, nunchakus, airsoft guns, etc.

A weapon, dangerous instrument, or replica weapon is any object that a reasonable person could perceive to be a weapon. Examples include, but are not limited to: gun, rifle, pistol, revolver, "zip gun", "stun gun", taser, dirk, dagger, ice pick, knife, razor, pipe bomb, time bomb, cap gun, containers of flammable fluids, B-B gun, pellet gun, spot marker gun, billyclub, blackjack, slingshot, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with radiating points with one or more sharp edges, model gun, model rifle, model pistol, model semi-automatic weapon, toy gun, toy rifle, toy semi-automatic weapon, paintball and squirt gun.

Any student discovering inadvertent possession of a dangerous object should immediately self-report such possession to a staff member in order for optional consequences to be considered.

FIRES, SETTING; PULLING FIRE ALARMS; POSSESSION OR USE OF EXPLOSIVES

On campus or enroute to or from campus: Police and Fire Chief intervention or suspension.

The California Ed. Code requires suspension and a referral for expulsion from school for the possession or detonation of any exploding devices.

GAMBLING

All forms of gambling are prohibited by law. This includes betting on card games, pitching for coins, and any other form of gambling.

DISRUPTION OF SCHOOL ACTIVITIES INSTRUCTIONAL ENVIRONMENT: Any behavior that disrupts or assists in the disruption of school activities or the instructional environment will result in disciplinary action.

HARASSMENT

Harassment is unwanted and unwelcome behavior from other students or staff members which interferes with another individual's life. When it is sexual in nature, it is "sexual harassment." When it is racial in nature, it is a "hate-motivated behavior" or sometimes a "hate crime."

HAZING

Hazing, or any form of initiation which is degrading, is strictly forbidden by California State Law. No student shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or other person. Persons violating this policy shall be subject to District discipline, misdemeanor penalties and forfeiture of entitlements.

INJURY TO ANOTHER PERSON (ACTUAL, ATTEMPTED, OR THREATENED)

Disciplinary measures, depending on the severity of the offense will be taken and may include police action, suspension and/or expulsion.

FORGERY: Falsely and fraudulently making or altering a document. Disciplinary measures, depending on the severity of the offense will be taken.

MERCHANDISE (SELLING/BUYING UNAUTHORIZED MERCHANDISE ON CAMPUS)

Merchandise is confiscated for parent retrieval and possible suspension.

PROFANITY, VULGARITY, NAME CALLING

Use of profanity, vulgarity, or name calling is not tolerated **at any time on school grounds**. Oak Valley has a Zero Tolerance policy.

ROBBERY OR EXTORTION

Disciplinary action may include police action.

VANDALISM

Also known as "malicious mischief." The willful or malicious destruction of any real or personal property belonging to another is considered a misdemeanor.

SEXUAL HARASSMENT

Sexual harassment is not to be tolerated at Oak Valley.

School District contact person is:

District Equal Opportunity (Title IX)
Coordinator/Assistant Superintendent,
Personnel Support Services
Poway Unified School District
13626 Twin Peaks Road
Poway, California, 92064-3098
Telephone: (858) 679-2505

SMOKING AND/OR POSSESSION OF TOBACCO, MATCHES, OR LIGHTERS

To provide a tobacco free environment for both employees and students, there shall be no smoking or tobacco product use allowed in District buildings, grounds or vehicles.

1. State law prohibits the smoking possession or use of tobacco, or any product containing tobacco, by students while on campus or while attending school sponsored activities.
2. **NO SMOKING** includes before and after school and is prohibited in the parking lot, outside school entrances and areas adjacent to and around school property.
3. Chewing tobacco is not permitted on campus.
4. Tobacco use cannot take place within 1,000 feet of school.

Student disciplinary procedures concerning tobacco use are as follows:

First Offense: Suspension, the type and length of which shall be determined by site administrator.

Second Offense: Suspension and notification of law enforcement officials for possible issuance of a citation.

Hate Behavior: Negative behaviors that target members of a

ZERO TOLERANCE FOR DISCRIMINATION

particular gender, race, ethnicity, religion, sexual orientation, or

the mentally or physically challenged will not be tolerated. Such behaviors may include, but are not limited to:

1. Name calling, racial slurs or bigoted epithets
2. The presence of symbols or words considered offensive to persons of a specific gender, race, ethnicity, religion, sexual orientation or the mentally or physically challenged, such as graffiti, slurs or painted swastikas.
3. Activities historically associated with threats to persons of a specific gender, race, ethnicity, religion, sexual orientation or the mentally or physically challenged (e.g., burning crosses, wearing swastikas or white sheets, flying confederate flags, hanging effigies, defacing pink triangles).
4. The posting or circulation of demeaning jokes or caricatures based on negative stereotypes of a specific gender, race, ethnicity, nationality, religion, sexual orientation or mental or physical challenges.
5. The defacing, removal, or destruction of posted materials, meeting places, memorials, etc. associated with specific gender, race, ethnic, religious, sexual orientation or mental or physical challenges.
6. Victim belief that the incident was motivated by bias against him/her as a member of a specific gender, racial, ethnic, religious, sexual orientation or mentally or physically challenged group.
7. Perpetrator explanation and/or defense of incident involves exalting own gender, race, ethnicity, religion, sexual orientation or mental or physical status and/or includes statements demeaning victim group.
8. The presence of organized hate group literature and/or posters or reference to an organized hate group.

Discrimination – A Definition: *Discrimination is negative or unfair treatment toward an individual based on race, ethnicity, sexual orientation, religion, or gender.*

Search and Seizures: School officials have a duty to protect other students from the possible damages of contraband, such as weapons or drugs. Although student rights are of primary importance, when situations warrant, searches of lockers, backpacks, purses, pockets and other personal belongings will be performed. "The legality of a warrantless search depends on the reasonableness under all circumstances of the search, including the following factors: whether the search was justified at its inception and whether, as conducted, it was reasonably related in scope to the circumstances that justified it in the first place." (New Jersey v. TLO, 1985) Our goal is to maintain a safe and orderly environment free of weapons, drugs or paraphernalia that can negatively influence the climate of our school.

The District may also use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or District Policy. The dogs may sniff the air around lockers, desks, bags, items or vehicles on District property or at District-sponsored events as long as they are not allowed to sniff any person. Items shall not be sniffed if a person is close by. Inspections shall be unannounced and may be made at the discretion of the Superintendent or designee. Students and parents/guardians shall be informed of this policy at the beginning of each school year. In all cases, students will be afforded due process.

The Poway Unified School District programs and activities shall be free from discrimination with respect to gender, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability. Racially and/or sexually oriented offenses will not be tolerated and are subject to strict discipline.

ACTS PROHIBITED BY CALIFORNIA EDUCATION CODE

Suspension or expulsion will be imposed on the first offense for Prohibited Acts 1 through 5 below. The prohibited acts are:

1. Causing, attempting to cause, or threatening to cause injury to another person;
2. Possessing, selling, or otherwise furnishing to others any firearm, any knife, explosive, or other dangerous objects such as but not limited to brass knuckle, slingshots, razor blades, BB guns, or pellet guns;
3. Possessing, using, having consumed, or being under the influence of alcohol, narcotics, dangerous drugs, or other controlled substances or intoxicants of any kind;
Consequences: First offense: Suspend or suspend and transfer to another middle school or continuation high school, for the remainder of the semester and the following semester. An intervention contract is also initiated. Second offense: recommendation for expulsion;
4. Transferring, selling, distributing, offering, arranging, or negotiating to sell, or possessing quantities sufficient to suggest the intent to provide, give, or sell to other students substances which are, or purported to be, alcohol, narcotics, dangerous drugs, other controlled substances (i.e., marijuana, crystal methamphetamine, or anabolic steroids), or intoxicants of any kind;
Consequence: First Offense: recommendation for expulsion.
5. Committing or attempting to commit robbery or extortion;
6. Causing or attempting to cause damage to school or private property;
7. Committing or attempting to commit theft of school or private property;
8. Possessing or using tobacco or any products containing tobacco or nicotine on school premises;
9. Commission of obscene act or engaging in habitual profanity or vulgarity;
10. Unlawfully possessing, offering, arranging, or negotiating to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.
Consequences: First Offense: transfer to another middle school or the Off-Campus Independent Study Program for a period of time of 90 school days or for the remainder of the semester and the following semester. An intervention contract is also initiated. Second Offense: recommendation for expulsion;
11. Disruption of school activities or willful defiance of school authority;
12. Knowingly receiving stolen school property or private property;

13. Possessing an imitation firearm, including but not limited to B-B, paintball and pellet guns.
14. Committing or attempting to commit a sexual assault or sexual battery;
15. Threatening or intimidating a witness or a complaining witness in a school disciplinary proceeding;
16. Sexual harassment;
17. Hate Behavior/Violence;
18. Violating technology-use policies and inappropriate use of electronic signaling devices (e.g., cell phones, pagers, laser printers, computers);
19. Causing or attempting to cause an assault or battery, intimidation, harassment, or threats on any school employee or school property;
20. Causing or attempting to cause acts of intimidation, harassment, or hazing on any student;
21. Terrorist threats against school officials, school property, or both;
22. Violating individual school rules, or violating bus rules.

For Prohibited Acts 7 through 16, suspension or expulsion may be imposed when other means of correction fail to bring about proper conduct. However, **at any time**, if the principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instruction process, the student may be suspended or expelled.

The Board of Education authorizes the school principal to suspend or to recommend to the Board for consideration of expulsion any student who violates the Rules of Student Discipline. Restitution may also be required in cases of damage or destruction of property.

Certain rights are protected by federal and state laws and regulations. To help make you aware of your rights, the District is providing you with this notice. If you have any questions or need to clarify something you read here, please contact any administrator or Personnel Support Services.

UNIFORM COMPLAINT PROCEDURES

State regulations require the District to establish procedures to address allegations of unlawful discrimination and complaints alleging violation of federal or state regulations in programs and activities receiving state funds: adult basic education, SIP, EIA/LEP, Title 1, Title 6, vocational education, special education, child development, child nutrition, Miller-Unruh special reading, tenth grade counseling, and school-based coordinated programs. Procedures are as follows:

1. Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance with the designated area superintendent. (See complaint form PUSD A-77.) For additional information/forms, contact designated area superintendent, LSS. The complaint must be initiated no later than six months from the date when the alleged

discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

2. Investigation of Complaint

The school principal shall hold an investigative meeting no later than 15 calendar days of receiving the complaint.

3. Written Decision

Within 20 calendar days of receiving the complaint, the school principal shall prepare and send to the complainant a written report of the District's investigation and decision.

4. Appeal to the Regional Area Superintendent

If a complainant is dissatisfied with the school principal's decision, he/she may, within five calendar days, forward the written complaint to the area superintendent of the region in which the complaint was initiated.

Within five calendar days of receiving the complaint, the area superintendent shall discuss with the complainant the possibility of using mediation or shall attempt to resolve the issue by administrative review. If all parties agree to mediation, the area superintendent shall make all arrangements for his process.

If the mediation process or the administrative review does not resolve the problem within 10 calendar days, the area superintendent shall make all arrangements for this process. If the mediation process or the administrative review do not resolve the problem within 10 calendar days, the area superintendent will send the complainant a written report of the decision.

5. Appeal to the Board of Education

If the mediation process or administrative review do not resolve the problem, the complainant may appeal to the Board of Education by submitting a letter to the District Superintendent within five calendar days after the termination of mediation or administrative review. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened to meet the 60-calendar day's limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the decision of the regional area superintendent shall be the District's final written decision. If the Board hears the complaint, the Superintendent shall send the Board's decision to the complainant within 60 calendar days of the District's initially receiving the complaint or within an extended time period that has been specified in a written agreement with the complainant.

6. Appeal to the California Department of Education

If a complainant is dissatisfied with the District's decision, he/she may appeal in writing to the California Department of Education within 15 calendar days of receiving the District's decision. For good cause, the Superintendent of Public instruction may grant an extension for filing appeals. If dissatisfied with the California Department of Education's resolution of a complaint regarding Title 1, the complainant may request its review by the United States Secretary of Education.

SEXUAL HARASSMENT

The Poway Unified School District recognizes that harassment on the basis of sex or gender is a violation of Federal and State discrimination laws as well as District Policy and Administrative Procedures. The District is committed to providing students with an academic environment free from sexual harassment, and will not tolerate such conduct on the part of any District employee, student, or other person at school or at a school sponsored activity.

Any person with a complaint of sexual harassment suffered by a student should implement the complaint process contained in the administrative procedures. **Retaliation or reprisals for reporting any incidents of sexual harassment, process, are not permitted and will not be tolerated.**

The District will promptly and thoroughly investigate any complaints of sexual harassment, and will take immediate action to resolve such complaints.

The Poway Unified School District strictly prohibits harassment based upon gender or sex, against any student in the educational environment. Prohibited sexual harassment includes unwelcome conduct based upon sex or gender by someone who is of the opposite or same gender, a fellow student, a teacher or other employee of the District, a District administrator, or any other person, within the school, school environment or school sponsored activity.

The law defines "sexual harassment" to mean unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress; or
2. Submission, or rejection of, the conduct by the individual is used as a basis of academic decisions affecting the individual; or
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance or of creating an intimidating, hostile or offensive educational environment; or
4. Submission to, or rejection of, the conduct by the individual is used as a basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the educational institution.

Examples of unwelcome conduct, which may be sexual harassment include, but are not limited to, the following:

1. Deliberate written or oral comments, gestures, or physical contacts of a sexual nature or demeaning to one's gender which are unwelcome or interfere with school productivity;

2. Implicit or explicit sexual behavior by a fellow student, District employee, or other person within the school environment which has the effect of controlling, influencing, or otherwise affecting the school environment;
3. Unwelcome suggestive, vulgar, or obscene letters, notes, posters, calendars, or other visual products, or derogatory comments, slurs, and/or jokes of a sexual nature.

Retaliation: The Poway Unified School District strictly prohibits any retaliation and attempts or threats to retaliate against anyone for filing, reporting, pursuing, or participating in a complaint of sexual harassment, or for being a witness or helping in any other way relating to a complaint, potential complaint, or investigation of alleged sexual harassment. Any person who retaliates or attempts to retaliate in violation of this prohibition may be subject to discipline whether or not sexual harassment actually occurred and independently of this Administrative Procedure. Anyone with a concern that retaliation is or may be occurring is encouraged to contact the person investigating the charge of sexual harassment or the principal, assistant principal, or the District's Title IX Coordinator.

False Claims: No one shall file any claim of sexual harassment knowing it to be false, and no one shall provide any knowingly false information in a sexual harassment complaint or investigation. Anyone violating this prohibition may be subject to disciplinary action independently of this Administrative Procedure.

Procedures: These procedures are intended to provide timely and effective steps reasonably calculated to address concerns and allegations of sexual harassment, remedy any sexual harassment that occurred by ending it and preventing it from occurring again. All aspects of these procedures should be implemented with consideration of the gender, age, and maturity level of the student who is the complainant and respondent of alleged sexual harassment.

All formal complaints of sexual harassment must be presented within six (6) months from the date the alleged conduct occurred. However, nothing within this procedure prohibits District representatives from pursuing an investigation and implementing remedies regardless of that deadline, with or without the implementation of this procedure.

The confidentiality of information received and the privacy of the persons involved will be protected, except for disclosures required by law or as to those individuals who need to know within the context of an investigation, analysis, appeal of sexual harassment allegations, or prevention or correction of misconduct. Therefore, a guarantee of complete confidentiality is not provided. Any individual who has designated a representative should inform that representative of the need to maintain confidentiality as appropriate to this process, and shall confirm in a signed written communication to the appropriate District representative that information may be supplied to or received from that named representative.

If a person informs an administrator about alleged sexual harassment but asks that the matter be kept confidential and that no action be taken, the District must still discharge its duties to prevent and correct sexual harassment. Under those circumstances, the administrator will contact the District's Title IX Coordinator, who may take further investigative or corrective actions, with or without implementing this procedure. Also, some allegations may be so egregious as to require District action or investigation, regardless of a person's desire to remain anonymous or not process a complaint. For example, some allegations may require a report to the Child Protective Services.

The informal and the formal complaint procedures include the disclosure to the respondent of the identity of the complainant and alleged victim, and the formal complaint procedure cannot be implemented without a written, signed complaint.

A person who files a complaint and the alleged victim of sexual harassment shall not be penalized for the good-faith filing or processing of an informal or formal complaint, including not being removed from the educational environment or his or her classroom without appropriate consent.

The Complaint Process

These procedures may be implemented by a student with or without approval of a parent or guardian, by a student's parent or legal guardian or other legal advocate, or by anyone who is aware of sexual harassment having been committed against a student of Poway Unified School District. If a person other than the student's parent, legal guardian, or legal advocate submits a complaint, the person receiving the complaint should take appropriate steps to ensure the processing of the complaint does not violate any federal or state rights to privacy possessed by the alleged subject of the alleged sexual harassment. Any student, at any stage of the complaint process, may be assisted by a parent, legal guardian, legal advocate, or other adult of the student's choosing.

If a District employee becomes aware of allegations of sexual harassment against a District student, that person shall notify an appropriate District administrator and that administrator shall inform the District's Title IX Coordinator or designee and, if applicable, Child Protective Services. The District's Title IX Coordinator or his/her designee, shall as soon as possible, if appropriate contact that student and/or that student's parent or legal guardian, refer the potential complainant to this Administrative Procedure and ensure the potential complainant possesses a copy of this Administrative Procedure.

A potential complainant may begin the complaint process through the informal or formal processes contained in this Administrative Procedure. Nothing in this Administrative Procedure prevents or requires a potential complainant from directly informing the potential respondent that the conduct is unwelcome and must stop.

At no time must a potential complainant file a complaint with, or have it processed by, the person who is

accused of the sexual harassment, nor must a potential complainant have a complaint processed by a District administrator who serves directly below the accused person. Persons accused of the sexual harassment and their direct subordinates are disqualified from receiving, investigating, overseeing, or in any way acting as an official District participant for purposes of this Administrative Procedure. In those situations, the complaint should be filed with another District administrator at the next higher level above the person accused of committing the sexual harassment.

Informal Resolution Process: The purpose of the informal resolution process is to encourage any student who believes he or she has been victimized by a sexual harasser, but does not want to file a formal written complaint, to come forward, by providing a less formal method for identifying concerns, agreeing on how to resolve those concerns, and obtaining resolution. An informal complaint is an oral request made to a principal, assistant principal, or the District's Title IX Coordinator such as the Assistant Superintendent, Personnel Support Services, for assistance with resolving a concern about sexual harassment. An informal complaint may cause an inquiry but does not result in starting the formal complaint process of this Administrative Procedure.

It is not necessary to use this informal resolution process and, if implemented, it is not necessary to complete. A formal complaint can be filed at any time.

The individual receiving the informal complaint should provide a copy of the Board policy prohibiting sexual harassment against students, and a copy of this Administrative Procedure, to the complainant and to the respondent, or ensure that copies have already been provided, and notify the District's Title IX Coordinator of the complaint.

Regardless of any desire or request to pursue concerns informally, and regardless of any informal resolution, the District may implement additional investigatory, corrective, and preventative actions. Some alleged conduct might be considered so unacceptable that the District administrator may determine the allegations are not appropriately handled through an informal process. Examples include, among others, allegations involving an individual who has a history of misconduct, allegations of direct threats involving the health, safety, or welfare of any student, and allegations of egregious or criminal acts.

Formal Resolution Process

Implementation: The formal complaint process may be implemented without filing an informal complaint or at any time during the informal resolution process.

The formal resolution process is implemented by a complainant filing a written, signed complaint with the site principal and/or assistant principal or with the District's Title IX Coordinator or his/her designee. The complaint should include at least the names of the persons involved, the age and/or grade of the student(s), the approximate date(s) of the event(s) at issue, and a description of the actions constituting the alleged sexual harassment, which is as detailed as possible given the age and maturity of the complainant. The

complainant should also include what he or she believes is an appropriate resolution.

Investigation and Report: The individual receiving the formal complaint or his/her designee shall consider whether any interim precautions should be implemented and shall as soon as practical forward the complaint to the District's Title IX Coordinator. The District's Title IX Coordinator or his/her designee should address any current needs and commence an investigation as soon as feasible. The investigation and report shall be completed as expeditiously as practical and no later than sixty (60) calendar days from receipt by the District of the written, signed formal complaint, unless further time is required by law or if the complainant agrees in writing to an extension.

The formal investigation shall result in a written report which shall include, at the minimum, summaries of the complaint and evidence, a decision of whether the facts indicate that sexual harassment occurred, a recommendation to resolve the complaint, and reasons in support of the findings and recommendations. In some cases, the names and identifiers of students may be omitted from the written decision. The report shall also include notice of the right of either party to appeal, notice that retaliation is prohibited, and notice that the report should remain confidential to the extent required by law.

Unless otherwise restricted by law, copies of the report shall be provided to the complainant who signed the complaint and to the respondent, or to their respective representatives. If the right to privacy restricts the disclosure of information, such as the discipline to be imposed upon another student, the report shall include alternative information to the extent permitted by law, for example, by indicating that appropriate disciplinary and corrective actions are being implemented.

A finding that sexual harassment did not occur does not prohibit the implementation of other corrective or disciplinary action independent of this Administrative Procedure and does not require nullifying any discipline which may have been implemented independently of this Administrative Procedure.

If the decision is not appealed, the report (including its proposed resolution) shall be implemented and the complaint shall be considered closed.

Appeal to Superintendent: The complainant or the respondent may appeal the findings, conclusions, or recommendations, by submitting a signed, written appeal to the District Superintendent. An appeal must be received in the Superintendent's office no later than the close of business five (5) business days following the forwarding of the investigator's report. The appeal shall specify at least what facts, conclusions, and/or recommendations are contested and why they are contested.

The Superintendent or his/her designee, shall forward, as soon as practical, a copy of the appeal to the other party (to the extent permitted by law), with a request that any response or further information must be provided to the Superintendent within five (5) business days following the transmission of the copy of the appeal.

Appeal to Board of Education: Any party may appeal the Superintendent's decision to the Board of Education of Poway Unified School District. An appeal must be received in the Superintendent's office no later than the close of business on the fifth business day following transmission of the Superintendent or designee's decision. The appeal must be in writing, specify at least why the Superintendent's level decision should be changed, and be signed. A copy of the appeal will be forwarded to the other party as soon as practical (to the extent permitted by law), and include at least notice of the right to submit any written response within seven (7) business days of transmission of the copy of the appeal.

As soon as it is feasible, the Board of Education will consider what, if any, additional actions should be undertaken and issue its final determination upon the appeal to the parties.

Notice of the Board's decision shall be provided to the parties or their respective representatives, and shall contain notice of the complainant's right to appeal to the California Department of Education and the procedures to be followed for initiating an appeal.

Access to Other Entities: In accordance with Title 5 of the California Code of Regulations, section 4631(c), complainants are advised of the right to appeal the local decision to the California Department of Education. Any complainant may appeal the Board's decision to the State Superintendent in accordance with Title 5 of the California Code of Regulations, section 4652, by filing a written appeal with the State Superintendent within fifteen (15) days of receiving the Board's decision.

In accordance with Education Code section 262.3, persons who have filed a complaint with an educational institution are advised that civil law remedies, including but

How to contact the teachers: all of our teachers have e-mail through the school district. All their e-mail addresses and phone numbers are on our school website. (www.powayusd.com/pusdovms).

1. With a few exceptions, the e-mail address is the initial of the teacher's first name followed by the last name and then @powayusd.com (e.g. Sonya Wrisley's e-mail address is: swrisley@powayusd.com)
2. Phone the teacher directly. The teacher phone number can be called by calling the main school line (858) 487-2939. When the computer answers the phone dial 6, then the room number. During school hours, the call will automatically go to the teacher's voicemail. Before and after school the call will go directly to the classroom, and will roll to voicemail after the third ring.

not limited to, injunctions, restraining orders, or other remedies or orders may also be available to complainants. Pursuant to subdivision (d) of section 262.3, a person who alleges that he or she is a victim of discrimination may not seek civil remedies pursuant to that section until at least sixty (60) days have elapsed from the filing of an appeal to the State Department of Education, except that such moratorium does not apply to injunctive relief.

Alternative Sources of Information And Assistance

Any question or concern about sexual harassment involving students may be directed to the District's Title IX Coordinator or to the principal or assistant principal of that student's school. For example, information can be obtained about the specific rules and procedures for reporting allegations of sexual harassment, pursuing available remedies, resolving any question or concern, or obtaining assistance because of age, disability, or language. The Title IX Coordinator for Poway Unified School District can be contacted about concerns at any stage of this process, by contacting him/her as follows: Assistant Superintendent, Personnel Support Services, or his/her Designee

POWAY UNIFIED SCHOOL DISTRICT
13626 Twin Peaks Road
Poway, California 92064
(858) 748-0010, ext. 2014

IMPORTANT DATES

Thursday, August 20	School Starts	Monday, December 21- Friday, January 1	Winter Break
Monday, September 7	Labor Day	Monday, January 18	Martin Luther King Day
Wednesday, November 11	Veterans Day	Monday, February 15- Friday, February 19	Presidents Days/ District Recess
Monday, November 23- Friday, November 27	District Recess/ Thanksgiving	Monday, April 5- Friday, April 9	Spring Break
		Monday, May 31	Memorial Day
		Tuesday, June 8	Last Day Of School/ Minimum Day

