



Oak Valley Middle School Family Handbook

Oak Valley Middle School
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San Diego, CA 92127

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Principal's Message

Dear Oak Valley Falcon Families:

Hello Falcons! Welcome to Oak Valley Middle School!! I am excited to be leading Oak Valley into the 2020-2021 school year and look forward to continuing to provide an exceptional educational experience to the children of 4S Ranch. I am a firm believer that all students should have access to a kind and caring educational institution where they feel safe and empowered to achieve their academic and personal goals.

As your principal, my focus will be to make quality, lasting, and trusting relationships with all stakeholders, inspire staff to strive for continual personal growth, ensure that all students have a safe learning environment conducive to personal development and educational mastery, and most importantly, carry out the vision all stakeholders have for Oak Valley Middle School.

At the center of our school is a staff of over 100 caring employees whose goal is to create a safe, rigorous, and relevant educational experience for all students and prepare them to continue that growth into high school and beyond. There are currently 61 teachers on site who work to provide an educational experience second to none.

Falcon parents are invited to be actively involved members of our school community. Research has shown that students achieve more in school when their parents are involved in their education. There are many different organizations we encourage parents to become a part of including our PTSA, Oak Valley Falcon Foundation, and Music Boosters. These groups are vital components of our school community. The PTSA supports the school's participation in Art Corps (artcorpssd.org), which brings art lessons to every student at Oak Valley. PTSA is also a key sponsor to many of the character development opportunities on site. The Oak Valley Falcon Foundation supports the school's technology plan and elective classes. Parents can also volunteer as part of our Music Boosters that provide support to our instrumental and choral music classes. There are also plenty of other opportunities to volunteer and get involved in our many different clubs and other activities.

We also encourage parents to be a part of the decision and policy making committees on site. We are always looking for volunteers to join our School Site Council, and to represent Oak Valley on the District Advisory Committee and English Language Advisory Committee.

As principal, my goal is for students to leave Oak Valley as Forever Falcons with amazing memories, real world skills, and a lifelong love of learning. I look forward to partnering together for another successful school year.

Sincerely,
Colin Young
Principal
Oak Valley Middle School
coyoung@powayusd.com



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

Please note that the most up-to-date information and more detailed information about our school can be found on our website at:

<https://www.powayusd.com/Schools/MS/OVMS/home>

CLIMATE FOR LEARNING

An effective school climate supports people, honors efforts, and forgives mistakes. The way Oak Valley Middle 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.

SCHOOL HOURS

On regular school days, school begins at 8:20 a.m. and ends at 3:05 p.m. School starts later on all Tuesdays for Professional Growth Time. School begins at 9:20 a.m. and ends at 3:05 p.m. Supervision will be available twenty minutes before and 15 minutes after school begins and ends. Students should be off campus by 3:30 p.m. unless in an approved after school activity.

SIX PILLARS OF CHARACTER

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

TRUSTWORTHINESS

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

RESPECT

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

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

FAIRNESS

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

CARING

- Keeping each other safe
- Being compassionate
- Being friendly
- Being helpful
- Being kind
- Having enthusiasm
- Having a diverse group of friends
- Being non-confrontational

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

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 assistance from an administrator. In order to reach a positive resolution, the student will be counseled and guided toward making better choices. Depending on the situation, parents may also be contacted at that time and their support 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.

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.)

ELIGIBILITY REQUIREMENTS

It is imperative that students who participate in school-sponsored activities as representatives of Oak Valley Middle School maintain good Citizenship and Academics. Students must maintain a 2.0 grade point average and positive Citizenship grades to be eligible to participate in extracurricular activities. Students can become ineligible at any time to participate based on poor behavior as determined by school administration. Serious discipline infractions, which do

not result in suspension, may result in revocation of eligibility. Possible activities include, but are not limited to, dances, after-school program events, festivals, clubs, after-school academic programs, and grade-level end-of-year events.

Students must have:

- GPA of 2.0 or above
- No Grade of Unacceptable (“U”) in Conduct
- No HOME OR IN-SCHOOL SUSPENSIONS

ACADEMIC HONESTY

The Governing Board (Board of Education) 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, or theft/alteration of materials or equipment. The Board intends that the District data network, Internet, and other online 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. Examples include, but are not limited to, copying someone’s homework or class work; taking someone’s work and writing in your name to receive credit; ANY method of sharing answers or test questions; stealing tests; cutting and pasting text; sharing any memory device.

Consequences for academic honesty violations will be enforced in accordance with behavioral expectancies at the elementary, middle, and high school levels. Nothing in these procedural guidelines shall be construed to prohibit school administrators from imposing a more severe consequence based on the seriousness of the offense(s) at issue, including, but not limited to: leadership positions, co-curricular activities, and extra-curricular activities.

<p>Middle School</p> <p>At the middle school level, violations are cumulative and do not start over at the beginning of each grade level. Consequences may include, but are not limited to:</p>	
<p>1st offense:</p>	<ul style="list-style-type: none"> ● Teacher makes voice contact with parent ● Referral to Assistant Principal ● Zero on assignment/test, as determined by the classroom teacher ● Detention assignment ● Unsatisfactory in citizenship for that grading period
<p>2nd offense:</p>	<ul style="list-style-type: none"> ● Teacher makes voice contact with parent ● Referral to Assistant Principal ● Zero on assignment/test, as determined by the classroom teacher ● Unsatisfactory citizenship grade for remainder of that grading period, as determined by the classroom teacher

3 rd offense:	<ul style="list-style-type: none"> ● Teacher makes voice contact with parent ● Referral to Assistant Principal ● Zero on assignment/test, as determined by the classroom teacher ● Unsatisfactory citizenship grade for remainder of that grading period, as determined by the classroom teacher ● Possible suspension ● Parent-teacher conference with administrator upon return from suspension
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THE 3 R'S OF BULLYING: RECOGNIZE, REFUSE AND REPORT

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:

1. 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.

2. 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.

REFUSE BULLYING

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

Use assertive steps:

- Get cool and calm. Take a deep breath and say to yourself: "Cool and calm".
- Imagine yourself speaking in a strong, clear, respectful voice.
- Stand straight and tall.
- Look directly at the person you are speaking to
- 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!
- IF YOU SEE SOMETHING, SAY SOMETHING

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!

REPORT BULLYING

Reporting isn't snitching/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 any adult on campus. You can also report bullying by coming into the Welcome Center and speaking to any administrator.

OPTIONS FOR RESOLVING CONFLICT

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

CELL PHONES/ELECTRONIC DEVICES

Cell phones and other electronic devices are brought to campus at the **student's own risk**. **OVMS and PUSD are not responsible for lost, damaged or stolen devices.** In the event of a theft, please notify the office and contact the Sherriff's Department to file a report. Electronic devices cannot be used during instructional time, unless permitted by the individual teacher. Gaming devices such as Nintendo Switches should be left at home.

Cell Phone Rules:

- Phones must remain **OFF** (*not on SILENT*) and in student backpacks during the **ENTIRE** school day, 8:20-3:05. This includes before school begins while students are waiting for the first bell to ring, during instructional time, lunch, passing periods, and restroom visits. **Once students enter through the school gates in the morning, phones must be turned off and put away.**
- If a phone call needs to be made during school hours, please come to the office and ask for permission to use your cell phone.
- If your phone has a camera in it, you are not permitted to use that feature on our campus for any reason, **including before or after school.**
- There is **NO** cell phone use in the library, classrooms, or bathrooms at any time.
- At times, teachers may permit the use of cell phones or tablets in class to support learning. This is at the discretion of the teacher. Phones must be turned off and stowed away in accordance with school policy prior to leaving class.

Office telephones are available and may be used with staff permission. Students are also welcome to come to the office to use their cell phones to contact parents.

Cell Phone Consequences:

- Violation of school cell phone policy may result in a support call and confiscation of the phone by school staff. The student may pick up the phone from the front office at the end of the school day.
- A second violation may require a parent to come to school to pick up the phone or give verbal confirmation for the student to pick up their device.
- Repeated violations may result in loss of phone while on campus.

CLASS TARDIES

Students are expected to be in class and ready to learn on time. The following consequences will be in place for students who are tardy to periods 1 & 2:

- Up to 5 in a school year: reminder phone calls
- 6 in a school year: phone conference with Parents
- 7+ in a school year: 1 Lunch Detention per tardy

The following consequences will be in place for students who are tardy to periods 3-8

- First 2 weeks of school: reminders
- After the first two weeks of school: 1 Lunch Detention per tardy

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.

DRESSING FOR SUCCESS

California Administrative Code, Title 5, Section 302 states: "A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the school room before entering."

Oak Valley Middle School is an environment for learning and business. Student dress and appearance should reflect this image. Attire should not cause a disruption to the learning environment. School dress code applies to all school sponsored activities, including field trips and dances. Clothing that violates this standard is unacceptable, and the student in violation will be asked to change.

- School Clothing should be neat, clean, fit properly, and of a professional nature for school activities.
- School clothing, jewelry, book covers, or binders should not display content or images such as sexual connotations, tobacco, alcohol, drugs, profanity, obscenity, weapons, or violence. Item that are discriminatory or demeaning toward others are prohibited.

- Sunglasses, hats, and hoods are not permitted indoors. We need to be able to identify students.
- Writing on skin is not permitted.
- Closed toe shoes must be worn to participate in sports on our athletic courts and fields.
- Consequences for Dress Code Violations may include changing into PE clothes or other clothing from the Health Office, and/or lunch detention, and/or parent notification as determined by administration. Clothes will be returned to the student at the end of the day.

See guidelines to follow:

Guideline	What Not To Wear
<p><u>Shirts/Tops</u> Shirts, tops should adequately cover chest, back, and stomach area.</p>	<p>Do Not Wear:</p> <ul style="list-style-type: none"> ● Halter tops ● Tube tops ● Bathing suit tops ● Strapless tops ● Strapless shirts ● See through clothing ● Low cut or exposed midriff ● Tank top with deep cut arm holes ● Pajama tops
<p><u>Pants/Shorts/Skirts/Dresses</u> Shorts, skirts, and dresses need to be an appropriate size for school.</p>	<p>Do Not Wear:</p> <ul style="list-style-type: none"> ● Pajama bottoms ● Sagging pants ● Sheer pants
<p><u>Footwear</u> Footwear must adequately protect feet and not interfere with required school activities.</p>	<p>Do Not Wear</p> <ul style="list-style-type: none"> ● Shoes with wheels ● Slippers
<p><u>Accessories</u> Should be appropriate to the learning environment.</p>	<p>Do Not Wear</p> <ul style="list-style-type: none"> ● Wallet chains over 3 inches long ● Long dangling belts ● Metal studs, safety pins, or similar modifications
<p>The administration retains the sole discretion to make the final determination whether clothing, jewelry and accessories and/or appearance meet standards for common decency, respect, and safety.</p>	

PUSD RULES OF STUDENT DISCIPLINE AND 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 that are related to school activities 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 sponsored or District sponsored activity.
- The student has engaged in an electronic act on or off campus.

We expect socially acceptable behavior at all times.

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.

ACTS PROHIBITED BY CALIFORNIA EDUCATION CODE

Suspension or expulsion may 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 BB, 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.

New in 2018 students whose conduct off campus (online/offline) creates a hostile learning environment (victim feels unsafe) is now under the jurisdiction of the school. 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.

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.

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.

FIGHTING

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

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." Please refer to Board Policy Section 5.28 for a more detailed explanation.

HATE BEHAVIOR

Poway Unified School District Board Policy, supported by the California statute, defines hate-motivated behavior as an act, or attempted act, motivated by hostility toward a victim's actual or perceived race, ethnicity, national origin, immigrant status, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic.* *For more information on the penalties for hate-motivated behavior visit the PUSD website.*

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/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.

Consequences for Hate Behavior include counseling, parent phone calls or conferences, behavior contracts, suspension and/or expulsion as well as police notification and arrest—depending on the particular circumstances.

INSENSITIVE OR INAPPROPRIATE REMARKS AND BEHAVIOR

For incidents involving insensitive or inappropriate remarks which are absent of hostility or malice, we will provide guidance and/or appropriate support services to the victim, as well as take appropriate corrective or disciplinary action for students exhibiting inappropriate behavior. Suspension may be imposed when other means of correction fail to bring about proper conduct. Examples include, but are not limited to:

- Demeaning statement or degrading language stated between students in a manner wholly without malice.

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. Sexual harassment is not tolerated at Oak Valley. Any person with a complaint of sexual harassment suffered by a student should implement the complaint process and contact school administration. The District contact person is: District Equal Opportunity (Title IX) Coordinator/Assistant Superintendent, Personnel Support Services Poway Unified School District 15250 Avenue of Science San Diego, CA 92128-3406 Telephone: (858) 521-2800.

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. See PUSD Board Policy 5145.7

WHAT DO I DO IF I AM A VICTIM OF A HATE MOTIVATED BEHAVIOR OR HATE HARASSMENT OR SEXUAL HARASSMENT?

If you or someone you know is a victim of Hate Motivated Behavior or Hate Harassment or Sexual Harassment, you need to report it immediately to a teacher, counselor or administrator. Even if you are not the victim, it is important you see something say something.

DISSEMINATION, REPORTING, AND RESPONSE PROCEDURES

The response to reports of harassment, hate-behavior, or sexual harassment shall include timely investigation, assurance of protection for the victim, notification of the victim's parents or guardians, and, as appropriate, disciplinary action for the perpetrator. If the victim believes that the situation has not been remedied, he/she may file a complaint in accordance with district complaint procedures for discrimination or sexual harassment.

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.

MERCHANDISE (SELLING/BUYING UNAUTHORIZED MERCHANDISE ON CAMPUS)

The selling or buying of any item(s) on campus by students is not allowed. Merchandise will be confiscated for parent retrieval and possible suspension. Sales of all items on campus related to fundraisers must be approved by ASB, including Girl Scout Cookies.

PROFANITY, VULGARITY, NAME CALLING

Use of profanity, vulgarity, or name calling is not tolerated at any time on school grounds.

SMOKING/VAPING AND/OR POSSESSION OF TOBACCO

To provide a tobacco free environment for both employees and students, there shall be no smoking or tobacco products, including e-cigarettes, used in District buildings, grounds or vehicles. 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. 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. Chewing tobacco is not permitted on campus. E-Cigarettes (Vapes) are not permitted on campus. Student disciplinary procedures concerning tobacco use are as follows: *First Offense: Detention, 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.*

VANDALISM

The willful or malicious destruction of any real or personal property belonging to another is considered a misdemeanor. Vandalism of school property and facilities will result in disciplinary consequences and will be prosecuted to the fullest extent possible.

ACADEMIC COUNSELING SERVICES

Counselors work with teachers, parents and students to problem solve academic concerns through one-on-one and group meetings. Emphasis is placed on teacher and class setting for maximum success. Counselors will monitor students' academic progress as needed.

ACADEMIC GRADES & MONITORING

Student grades and assignments are available electronically thru MyPlan. Report cards are issued every twelve weeks. Trimester ending dates are published in the Weekly Update to parents and on the OVMS website. Progress notices are printed and sent home the sixth week of each trimester. Grade concerns should be addressed with the individual teacher.

ATTENDANCE

Absences: If your student is absent, please call the 24/7 attendance hotline (858 676-6963) each day the student is absent (unless you specify multiple dates). A parent/guardian must make this call. If you forget to call, please call as soon as you remember (the hotline is on 24 hours a day). If an absence is not verified, the attendance clerk will list the absence as truant. When verifying your child's attendance please list your child's first and last name, spelling their last name. If they are sick, please list their symptoms. When your child has seen a doctor/dentist, a medical note is beneficial to your student's attendance record (but is not required).

OCIS Contracts: If there is a planned absence for five or more consecutive days, please see the attendance clerk at least one week prior to the absence 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. Please contact the attendance office 858 487-2939 ext. 6122 as soon as possible.

Early release: Students must be signed out in the office before departing early (students are not allowed to wait in front of the school to be picked up during school hours). If your student needs to leave early from school please call the attendance hotline and specify the time you will pick them up. Please give us as much notice as possible to prevent any 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. Please meet your child at the attendance desk to be signed out at the time of departure with your photo ID. Note: Only a parent/guardian can authorize early release. If another adult (over age 18) plans to pick your child up, please leave their name in the hotline message. Emergency contacts do not have authorization to release students from school.

Tardy: If a student is not in their seat by 8:20 am (9:20 am on Tuesdays), he or she is tardy. Please call in to excuse your child's tardy.

Excessive Absences: PUSD considers 12 full day absences in a school year to be excessive. Absences cleared with a medical note will not count toward your student's absence total.

ASSOCIATED STUDENT BODY

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.

CELEBRATIONS

Students are asked to celebrate birthdays and special occasions outside the school day. Please do not have food, sweets, flowers, balloons, singing grams, etc. delivered to school as items will not be sent to the students. Parents are not permitted to bring in food (pizza, donuts, cake, etc.) to share with students during lunch. We are a closed campus.

CLUBS AND ORGANIZATIONS

Various clubs and organizations are available to enhance student social involvement and complement academic achievement. Our current list of clubs includes, Best Buddies, LGBTQ+ Club, Theater Club, 3v3 Basketball Club, Robotics, Quizbowl, Future Doctors of America, Yu-Gi-Oh!, Pokemon Club, Veterinarian Club, OVMS Science Olympiad, OVPL, Cross Country, OVMS Studios, Girls Who Code, Creator's Club, Oak Valley Coding Club, and the Future Investigators Team.

We welcome you to form a new club if there is something that interests you. The process is easy, contact the ASB advisor to pick up the club application form.

DANCES/FESTIVALS

Several dances/festivals will be scheduled during the school year. Only Oak Valley students may attend. Students who attend must have a ticket and must present their current OVMS I.D. card before being admitted. Tickets are purchased ahead of time (student must present current I.D. card to purchase ticket) and require signed parent consent and must be 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 of the dance. Please remember that all students must be picked up and off campus within 15 minutes of the end of the activity.

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, Falcon Guide supervisors will escort students to the appropriate location where you will meet with your teacher. Students in lunch A will meet the teacher they are reporting to. Students in lunch B will meet with the teacher that they just left.

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.

FOOD DELIVERIES AND MESSAGES

To avoid undue distractions and disruptions during lunch period and the school day, outside food deliveries such as pizza, Uber Eats, Amazon Restaurants, Door Dash, etc. for individuals or to share with friends **are not allowed** and will not be sent to students. Parents are not permitted to bring in food (pizza, donuts, cake, etc.) to share with students during lunch. We are a closed campus.

Sometimes teachers or clubs will host special parties where food may be brought under the directions of the teacher or club advisor. **Any food brought for children must be commercially packaged and sealed – No homemade food is allowed for classroom/club celebrations.**

Balloon and Flower Bouquets: Many students request to 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.

Deliveries and Messages: Messages and forgotten items may be brought to the Welcome Center. Students may check the white board on display in the Welcome Center to see if an item has been dropped off for them. Passes will not be sent for forgotten/dropped off items.

GUM

Gum is not allowed on campus at any time. We are a completely gum free school site.

GUIDELINES FOR INTERNET USE

Students must agree to the Acceptable Use Contract before they may gain access to the Internet on campus. The classroom teacher must supervise classroom use of the Internet and the students must possess and have parental permission to access the internet.

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:

- 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.

When using a school computer, students 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 social media.

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.

HEALTH INFORMATION

Your student's health influences his/her performance in school. You can assist the school in maintaining healthy and safe conditions for your student by cooperating with the following:

Emergency Information: Ensure up-to-date emergency information/contacts are on file at school. This includes parents' home, work, and cell phone numbers! Emergency contacts may be called when parents are unavailable. Provide OVMS with:

- Names and phone numbers of neighbors/friends, with available transportation, to call in case you cannot be reached.
- Current health concerns for your student (i.e., asthma, any allergies, diabetes, epilepsy, etc.). This information will be shared with staff that has a need to know.

First Aid: In case of an injury at school, staff will provide first aid care only. Your student will then be referred to you. However, if your student's health is considered "at-risk", paramedics will be called. Parents are responsible for any cost incurred.

Non-School Injuries: Please notify the school health office of any serious injuries that occur outside the school day. School staff is not permitted to provide care for injuries that have occurred away from school. This includes the changing of bandages or similar services.

Specialized Health Care Procedures: Students who require specific health procedures in order to attend school must have written instructions with parent and physician approval. See the Health Technician for appropriate forms.

Communicable Diseases: When your student has any symptoms of a communicable disease, please keep him/her at home and consult with your health care provider. Please call the Health Technician when your student has a confirmed communicable disease (i.e., strep throat, chicken pox, measles, MRSA etc.) or serious illness. Obtain a note from your health care provider verifying the diagnosis, treatment plan, and date your student may return to school and give to the Health Technician. PUSD has a "No Nit" policy for head lice. Following examination by the Health Technician, students are readmitted to school only when hair is clear of all visible nits. Parents should stay or be with their student during this exam to provide transportation home if needed.

Medication: Before any medication (prescribed or over-the-counter) can be given or self-administered during school hours, an "Authorization for Medication Administration" form H-26, an "Authorization to Carry Medication While at School" form H-26B, or an "Allergy and Anaphylaxis Emergency Plan" must be signed by the physician and parent/guardian. Students allowed to carry medications during the school day must also sign the "Authorization to Carry Medication While at School" form H-26B. All forms are available on PUSD Health Services website or at school.

Exceptions: Sunscreen and throat lozenges/cough drops. No authorization is required for middle school students. Please contact the Health Technician if you have any questions. Your school welcomes communication between home and school for the health of your student.

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.

LIBRARY - READ - RESEARCH - CREATE – CONTRIBUTE

Services: Our school library collection includes books, a reference section, puzzles, chess, and online resources. Computers are available for student use. Library hours: Monday, Wednesday, Thursday and Friday - 8:00 am - 3:30 pm. Tuesday: 9:00 am- 3:30 pm. Students are required to have a current Oak Valley ID to check out library books or know their ID numbers. A maximum of five books may be checked out for a period of two weeks. Books are to be returned on time and may be renewed. There are no fines for overdue library books, but students cannot checkout any library books until their record is cleared. Behavior expectations are consistent with classroom expectations. Food and drinks (including water bottles) are not allowed in the library. Cell phones and other electronic devices are only allowed when a teacher approves. Replacement IDs are available in the library (at a cost of \$5.00) before and after school or during both lunch periods.

Textbooks: Students are issued one set of 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. Please do not tape or staple anything to the book itself. Additional copies of textbooks may be purchased directly from the publishers. Parents please consult the OVMS Library webpage for a complete list of textbooks publishers and contact information. Replacement cost of workbooks is from \$10.00-\$23.00.

Destiny Catalog Homepage: Many quality resources are available on the Destiny Catalog Homepage. Students can take advantage of the reliable research databases, purchased by the district, as well as a list of websites, web tools, platforms, and compiled digital resources to successfully navigate the web for valuable information. The databases and materials allow students to become familiar with research skills, sites, and research techniques they will use in high school and college. Passwords for these databases are available from a link on the hometab that must be accessed with a Student PUSD Google account. See the [Oak Valley Middle School Library Destiny Homepage](#) to begin a search for reliable information and media literacy. Also see the [Destiny Catalog](#) tab to find the books that are available on our library shelves at school.

Overdrive: Poway K-8 digital bookshelf. Read online for free! In 2017, the Poway Unified School District added an extensive collection of online eBooks and audiobooks via [OVERDRIVE](#), our new digital Poway K-8 Library. This new online shelf is available for free to all students

enrolled in all our K-8 schools and all district staff. You can add the Overdrive - SORA app to a phone too.

NUTRITION CENTER

As a partner in education, the School Nutrition Center contributes to a successful academic experience by providing affordable, nutritious, healthy, and appealing meals to students. The Food and Nutrition Department offers foods aimed at promoting lifelong healthy eating habits to encourage an overall healthy lifestyle. The Nutrition Center ensures that reimbursable school meals and other food sales meet the strict nutrition standards set forth under federal and state laws. (Healthy and Hunger Free Kids Act 2010 and Assembly Bill 626: Snacks in School)

Meal Information: Students may buy a school lunch or bring a lunch from home. There are two options for purchasing lunch; full lunch and a-la-carte. The cost of a full lunch meal is \$3.75, which includes a choice of entrees with lean protein and whole grain rich breads or grains, variety of fruits and vegetables with a focus on nutrient-rich beans, legumes, dark green and red/orange vegetables, and low fat or non-fat milk. Vegetarian items are also offered as well as limited gluten-free items. Many students also wish to purchase a-la-carte items. Please note that oftentimes middle school aged students do not make the best choices when given the freedom and opportunity to purchase whatever they want. Parents are encouraged to monitor student selections and set rules and parameters as a family for student purchases.

Free and Reduced Price Meals: Students may be eligible for free or reduced-price meals based on federal income guidelines. Parents may apply online at www.myschoolapps.com or pick up a paper meal application from the school office. For efficiency, parents are encouraged to complete an online application.

Payment for School Meals: Parents/guardians are encouraged to prepay for meals by the week, month, or year. Prepayment by check or online at www.myschoolbucks.com using a credit/debit card is recommended. Checks should be made payable to PUSD Food and Nutrition and include the student's name on the face of the check. Lunch monies should be turned in to the school office or directly to Food and Nutrition personnel BEFORE school starts.

Charging Policy: The Food and Nutrition program is a pre-payment system that requires all meals to be paid in advance rather than charging. Parents should maintain an account balance above \$15.00. Charging is intended to provide one (1) emergency meal as a courtesy with the understanding that repayment will be made the following day. Emergency meals/charges are a temporary solution to address intermittent forgetfulness on the part of a parent or student to provide or to bring money for a meal.

Food Allergies: Students with disabilities and/or life threatening food allergies requiring meal modifications must provide a Medical Statement (SNP-925) that explains the need. The medical statement must be signed by a physician and include recommended alternate foods. Substitutions for children who do not have a disability but request meal accommodations for medical reasons are discretionary and may be provided on a case-by-case basis. Medical Statements can be downloaded from the Food and Nutrition Department website at: www.powayusdnutrition.com.

PASSES

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

PERSONAL PROPERTY

Animals and Pets: Only service animals are allowed on campus.

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 or around campus. This includes scooters, bicycles, roller blades, skateboards, motorized scooters, etc. Students are responsible for safeguarding their property by locking the items up and wearing required safety equipment including helmets.

California Helmet Law

- The California law requires that anyone under 18 years of age must wear a properly fitted and fastened helmet while operating or as a passenger on a non-motorized scooter, skateboard, or bicycle, and while wearing in-line or roller skates.

- The law also requires that any person who rides in a seat that is attached to a bicycle or towed by a bicycle must also wear a helmet.

Helmets save lives! While a helmet may not prevent a crash, it can prevent or significantly reduce the severity of a head injury.

Lost and Found: Lost or found books are kept in the Library. All other items can be found in the Lost and Found just outside the Welcome Center. At the end of each trimester, all unclaimed articles are donated to charity. Any food containers/lunch boxes will be disposed of every Friday to discourage unwanted pests.

PHYSICAL EDUCATION LOCKERS AND LOANERS: Updated 3/2020

Students must always suit up for physical education classes. 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 may be purchased from the Oak Valley P.E. Department and are available throughout the year. Locker combinations should not be shared. The school will not be responsible for items stored in lockers. Please note: Because we are a participation and standards-based program, absences and students out for medical reasons are expected to make up activities. Please visit the PE Department's website [HERE](#).

TRANSPORTATION INFORMATION

For information regarding bus passes, please refer to the transportation information on the Poway Unified School District website.

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 858-679-2535.

VISITORS ON CAMPUS

Student Visitors: 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, log in and obtain a visitor's name badge. Visits to classrooms must be pre-arranged with the teacher. Please note, we are a closed campus. Parents are not permitted to join their student(s) during lunch periods or bring in food (pizza, donuts, cake, etc.) to share with students during lunch.

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. All bus referrals will be sent to the discipline office for follow-up and possible consequences.

NONDISCRIMINATION POLICY

The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, ethnic group identification, ancestry, religion, gender, gender identification, mental or physical disability. For more information, please contact the Associate Superintendent, Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406.

SAFE SCHOOLS

Oak Valley Middle School would like to enlist the support of parents and guardians to help us maintain a safe, positive learning environment for all students. Please urge your students to behave respectfully and appropriately at school and make sure to review the student planner and family handbook for details regarding school rules. If you witness an illegal or dangerous act in the community, please contact local the law enforcement agency.

SAFE SCHOOLS HOTLINE (858)-668-4161

PUSD SCHOOL SAFETY TIP LINE 1-(844)-PUSD-TIP (844-787-3847)

Students, parents, and the community can report suspicious and illegal activities by seeing an adult in person or calling the PUSD Safe Schools Hotline. Together we can help keep our children safe. The confidentiality of those reporting is protected.



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