



# VALLEY MIDDLE SCHOOL

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## CARLSBAD UNIFIED SCHOOL DISTRICT

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### BOARD OF TRUSTEES

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### DISTRICT MISSION

The Mission of the Carlsbad Unified School District, a global community of learners, is to guarantee that our students flourish in life as enthusiastic, confident learners through a world-class educational system characterized by:

Vigorous Personalized Curriculum  
Dedicated Teaching  
Total Community Involvement

### VALLEY MIDDLE SCHOOL MISSION

The mission of Valley Middle School is to create and maintain a resource-rich learning environment where all students access opportunities for academic and social success.

### VALLEY MIDDLE SCHOOL VISION

Staff models habits and behaviors that inspire all students to become goal-directed, organized, and respectful individuals. In addition, staff helps students to listen, to understand, and to work together to solve problems. Students learn to make healthy choices, thereby promoting the resilience, persistence, and positive self-worth necessary to achieve measurable improvements in their lives.

# VALLEY MIDDLE SCHOOL

## STUDENT HANDBOOK

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## VALLEY MIDDLE SCHOOL CALENDAR 2007–2008

August 16..... W.E.B. 6<sup>th</sup> Grade Student Orientation • 12:00 PM to 3:45 PM• Multi-use Room  
 August 20.. 8<sup>th</sup> Gr.Student Registration • 7:30 AM to 11:00 AM • Front Office/Multi-use Room  
 August 21. 7<sup>th</sup> Gr. Student Registration • 7:30 AM to 11:00 AM • Front Office/Multi-use Room  
 August 22. 6<sup>th</sup> Gr. Student Registration • 7:30 AM to 11:00 AM • Front Office/Multi-use Room  
 August 22..... Student Registration (All) • 4:30 PM to 7:00 PM • Front Office/Multi-use Room  
 August 29..... Opening Day of School  
 September 3 ..... Labor Day (No School)  
 September 12.....Back to School Night • 6 – 8 PM  
 September 20.....Picture Make-up Day  
 October 12 ..... End of 1<sup>st</sup> Progress Reporting Period  
 October 19 ..... Progress Reports Issued to Students  
 October 23, 24 and 30..... Vision and Hearing Testing  
 October 29 ..... Red Ribbon Week Begins  
 October 30 ..... Final Picture Make-up Day  
 November 12..... Veteran’s Day (No School)  
 November 19 – 23..... Thanksgiving Holiday Week (No School)  
 November 30..... End of 2<sup>nd</sup> Progress Reporting Period  
 December 7 ..... Progress Reports Issued to Students  
 December 24 – January 4 ..... Winter Recess (No School)  
 January 21 ..... Martin Luther King, Jr.’s Birthday (No School)  
 January 24 .....End of 1st Semester  
 January 25 .....Semester Break (No School)  
 February 1..... Report Cards Mailed Home  
 February 15..... Lincoln’s Birthday (No School)  
 February 18..... Washington’s Birthday (No School)  
 February 26-27..... Scoliosis Screening  
 March 7 ..... End of 4<sup>th</sup> Progress Reporting Period  
 March 14 ..... Progress Reports Issued to Students  
 April 7-11..... Spring Recess (No School)  
 April 14..... School Reopens  
 April 21 – May 19 ..... CAT-6 and STAR Testing Window  
 April 25..... End of 5<sup>th</sup> Progress Reporting Period  
 May 2 ..... Progress Reports Issued to Students  
 May 21 ..... Spring Open House/Portfolio Night  
 May 26 ..... Memorial Day (No School)  
 June 6 ..... Eighth Grade Promotion Dance • 6:30 PM to 9:30 PM  
 June 9 .....Eighth Grade Awards Assembly • 6:30 to 8 PM • Multi-use Room  
 June 10 ..... School Wide Talent Show  
 June 11..... Eighth Grade ASB Lunch and Yearbook Party  
 June 12 .....Last Day of School/Minimum Day • Student dismissal at 12:43 PM  
 June 12 ..... Eighth Grade Promotion • 11 AM • Lower Field  
 June 20 ..... Report Cards Mailed Home

# VALLEY BELL SCHEDULES

## Regular Day

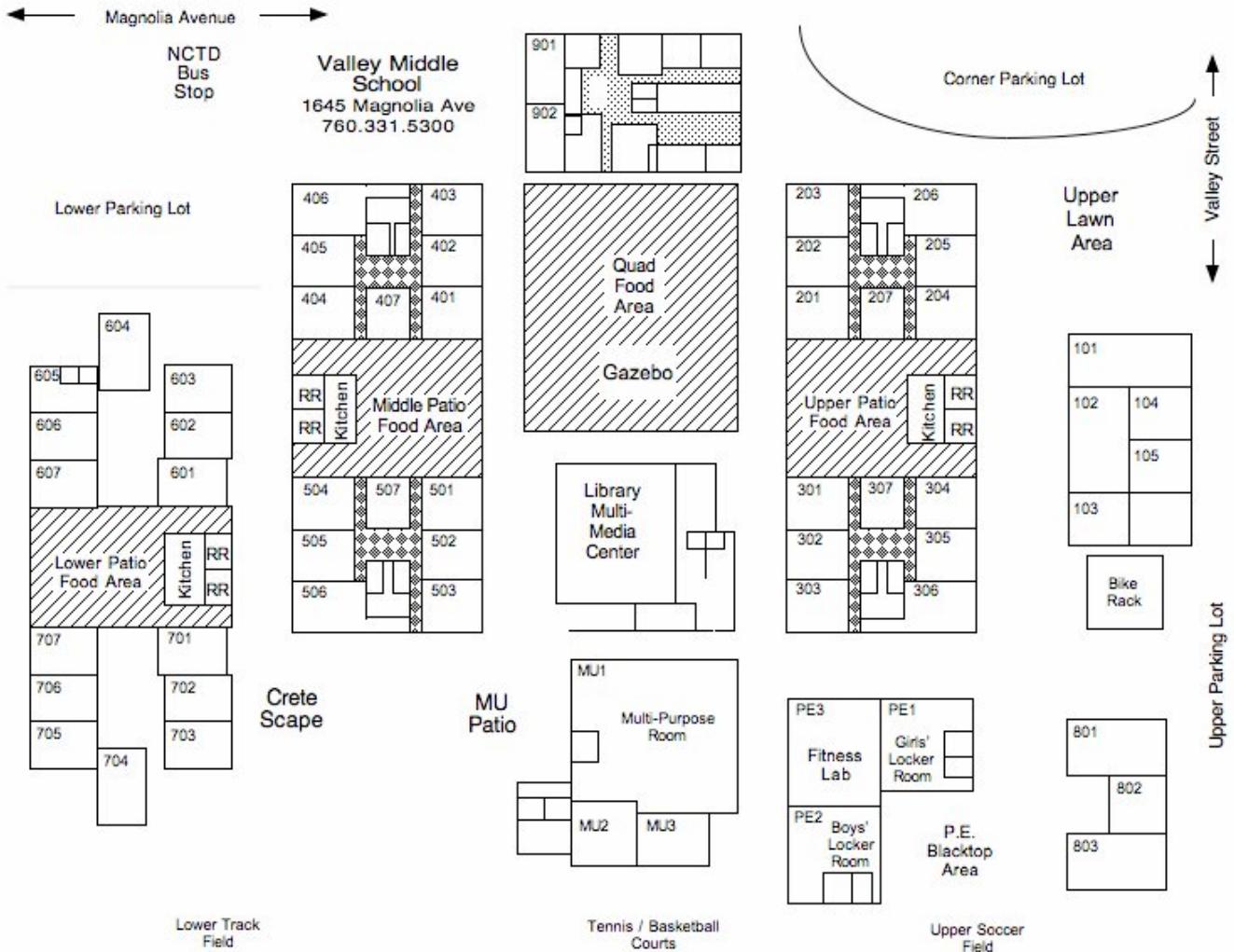
1	07:48 AM	—	08:40 AM
Brunch	08:40 AM	—	08:54 AM
2	08:58 AM	—	09:50 AM
3	09:54 AM	—	10:46 AM
Lunch – A	10:46 AM	—	11:20 AM
4	10:50 AM	—	11:42 AM
5	11:24 AM	—	12:16 PM
Lunch – B	11:42 AM	—	12:16 PM
6	12:20 PM	—	01:12 PM
7 [SSR]	01:16 PM	—	01:28 PM
7	01:28 PM	—	02:20 PM

## Collaboration Day - Thursdays

1	07:48 AM	—	08:32 AM
Brunch	08:32 AM	—	08:46 AM
2	08:50 AM	—	09:34 AM
3	09:38 AM	—	10:22 AM
Lunch – A	10:22 AM	—	10:56 AM
4	10:26 AM	—	11:10 AM
5	11:00 AM	—	11:44 AM
Lunch – B	11:10 AM	—	11:44 AM
6	11:48 AM	—	12:32 PM
7	12:36 PM	—	01:20 PM

## Last Day of School and STAR Testing

1	07:48 AM	—	08:10 AM
2	08:14 AM	—	08:36 AM
3	08:40 AM	—	09:02 AM
6	09:06 AM	—	09:28 AM
7	09:32 AM	—	09:54 AM
Brunch	09:54 AM	—	10:34 AM
Period 4/5	10:38 AM	—	12:43 PM



## The Role of Parents in Helping to Create Safe, Violence-Free Middle Schools

Parents can help create middle schools where all students can pursue high academic standards in a safe, caring and challenging learning environment.

- ◆ Discuss the school's discipline policy with your son or daughter. Show your support for the rules and help your child understand the reasons for them.
- ◆ Involve your son or daughter in setting rules for appropriate behavior at home.
- ◆ Talk with your son or daughter about the violence he or she sees on television, in video games, and possibly in the neighborhood. Help your child understand the real-life consequences of violence.
- ◆ Teach your child how to solve problems. Give praise when he or she follows through.
- ◆ Help your son or daughter find ways to express anger that do not involve verbally or physically hurting others. When you get angry, use it as an opportunity to model these appropriate responses for your child, and talk about it.
- ◆ Help your child understand the value of accepting individual differences.
- ◆ Note any disturbing behaviors in your child. For example: frequent angry outbursts, excessive fighting and bullying of other students, cruelty to animals, fire setting, frequent behavior problems at school and in the neighborhood, lack of friends, and alcohol and drug use can be signs of serious problems. Get help for your child. Talk with a trained professional in your child's school or in the community.
- ◆ Keep open communication with your child, even when it is tough. Encourage your child to always let you know where and with whom he or she will be. Know your child's friends.
- ◆ Listen to your son or daughter if he or she shares concerns about friends who may be exhibiting troubling behaviors. Share this information with a trusted professional, such as the school principal, psychologist or teacher.
- ◆ Be involved in your child's school life by supporting homework, talking with his or her teachers, and attending school functions, such as parent conferences, open houses, PTA meetings and other school activities.
- ◆ Work with your child's school to make it more responsive to *all* students and to *all* families. Share your ideas about how the school can encourage family involvement, welcome *all* families, and include them in meaningful ways in their children's education.
- ◆ Encourage your school to offer before- and after-school programs. These usually involve the need for extra financial resources. Take part in helping to identify them by working closely with your school's principal.
- ◆ Volunteer to work with school-based groups concerned about preventing school violence. If no such group exists, offer to form one. Find out if there is a "violence-prevention" group in your community. Offer to participate in the group's activities.
- ◆ Talk with the parents of your child's friends. Discuss how you can work together to help ensure the safety and well-being of your children in their varied activities.
- ◆ Ask your employer if there are provisions for parents to have time off to attend parent conferences, which focus on helping you to understand and support your child.
- ◆ Monitor your son or daughter's computer use.

*(The preceding selection was from Early Warning, Timely Response: A Guide to Safe Schools. Washington, D.C.: U. S. Department of Education, Special Education and Rehabilitative Services, 1998.)*

## **ATTENDANCE PROCEDURES**

### **Only adults listed on the student's emergency card may pick up a student from school.**

In case of an emergency, verbal permission from someone on the card may be used to designate an alternative adult to pick the student. If you have a new address or phone number, please be sure to notify the Attendance Office within 5 days.

### **A parent or guardian's signature is required to remove a student from school grounds.**

To leave the campus at any time, a student must provide a note from home stating the time and reason for the absence. A student must show the note to get a "permit to Leave School Grounds" from the Attendance Office. At the appropriate time, a student with a permit may wait outside the Attendance Office to meet his/her parent. If a parent doesn't send a note, the parent may call in the absence request. In this case, the parent will need to come to the Attendance Office to sign for the student's release.

**Any absence needs to be cleared within 48 hours, or it is considered a truancy for which Saturday School or detentions may be assigned.** We therefore request a telephone call to Valley's Attendance Hotline, 331-5370. This is a 24-hour Voice Mail system. Parents/Guardians will be asked to leave a message verifying the absence. If the automated "Phone Master" system contacts your home regarding an absence, please stay on the line until the end and if you are the parent or guardian, you can leave a message for the Attendance Office.

A District excused absence will be granted for illness, doctor/dental appointments, funerals, court appearance, or specific religious holidays. All other types of absences are unexcused. A note requesting an excused absence for a religious holiday is required at least two days in advance. (Ed Code 48205)

Upon return from an absence, it is the student's responsibility to access the make-up work system within each class. Each teacher has a system in place and communicates this information to the students at the beginning of each school year.

- A **truancy** will be issued if an absence is not cleared after three days.
- A **cut** is an absence without reason. (Penalties accrue each semester.)
- A **tardy** is given when a student enters a class late.
- **Detention** is assigned by the teacher for tardies.
- **Habitual unexcused tardies (more than 3 per semester) will result in an office referral which will include consequences including, but not limited to; detention, Saturday School, referral to SART and/or SARB. It is very important that students get to all of their classes, including first period, on time.**

**Unexcused absences are granted for vacation, business, and family emergency. Unexcused absences accrue and, by law, the third unexcused absence is identified as truancy. Therefore, the student may be subject to disciplinary action and taken to SARB.**

Carlsbad Unified School Board Policy #5123 recommends retention for students who have more than eighteen (18) absences total.

## **X. TARDY/TRUANCY**

**Students tardy to school or class without a valid excuse from his or her parent must report to the front office and will be counseled by the teacher, a counselor, or an administrator.** Parents will be contacted and other classroom-related interventions will be employed. When those interventions are unsuccessful, office staff interventions will be exercised. Those interventions include:

- 1 Unexcused Tardy = Warning
- 2 Unexcused Tardies = Warning + Parent Notification
- 3-4 Unexcused Tardies = Warning + Parent Notification + Detention
- 5 Unexcused Tardies = Warning + Parent Notification + Saturday School
- 6+ Unexcused Tardies = SART or SARB Process

Violations for truancy will result in similar interventions but will be implemented at a faster rate, and may include a review by the School Attendance Review Board.

## **ATTENDANCE AWARDS CRITERIA**

- Outstanding Attendance: No more than three (3) all day absences for entire year.
- Perfect Attendance: No absences, no tardies for the entire year.

## **CONTACT A TEACHER**

At the beginning of the school year, each teacher will share their extension numbers with the students. To contact a teacher, you are welcome to call their extension, using the 331 prefix. During the day, the phone will ring at the front desk; before and after school, it will ring in the teacher's room. Call the main number, 331-5300 if you need assistance.

## **COURSES: REQUIRED COURSES OF STUDY**

These are courses all students must take during their years at Valley Middle School.

### **Language Arts**

The language arts program includes: (1) the integration of listening, speaking, viewing, reading and writing; (2) the study of significant literacy works; (3) instruction which builds on student's interests, skills, prior knowledge, and experiences; and (4) an exploration of computer technology and its application to research and writing process; (5) exposure to media literacy; and (6) an interdisciplinary emphasis whenever possible.

### **Mathematics**

The Mathematics Department offers a balanced and integrated program of basic skills, conceptual understanding, and problem solving. It is designed to assist students in discovering and appreciating mathematical relations and future application. Valley offers Math 7, Pre-Algebra, Foundations of Algebra, and Algebra I.

### **Science**

The core science curriculum includes earth, life and physical science for all students. Active learning and lab experiences are a central feature of classroom instruction. The science program encourages students to take a lifelong interest in science and understand its effects on their daily lives.

### **Social Studies**

The 6<sup>th</sup> grade Social Studies course is on ancient civilizations.

The seventh grade course combines many aspects of the social sciences including history and geography, covering ancient through modern times on the continents of Europe, Africa, Asia, and the Americas.

The eighth grade course covers the geography of North America, the history of the United States and a study of the United States Constitution and governments.

### **Physical Education**

Physical Education instruction includes: (1) movement skills and motor knowledge; (2) self-image, self-esteem, and self-realization; and (3) social development and social interaction. Students work independently and with others to develop appropriate social behavior through physical education learning experiences.

## **ELECTIVE DESCRIPTIONS**

**Grade 6 "Explore" Elective** – In this year long elective, students will rotate every 12 weeks to a new course. Students will have an opportunity to experience three courses. The courses are listed below.

**Art** – This course is designed as an introduction to a variety of art techniques. During this 9 week course the students will explore painting, drawing, and ceramics to create masterpieces of fine art.

**Keyboarding** – Touch-typing is taught along with the basic operations and functions of personal computers.

**Musical Theatre** – A theatre workshop setting, this class involves acting, singing and dancing. Students will also practice auditioning and conclude the unit with a performance of a scene from musical theatre, combining all 3 skills.

**Music Appreciation** – This class will give students a basic knowledge of music fundamentals.

**Explorative Elective (Grades 7 & 8)** – In this year long elective, students will rotate at the semester to a new course. Students will have an opportunity to experience two courses.

**Art** – This course introduces the student to a variety of techniques, such as drawing, painting, ceramics and printmaking. Two and three-dimensional designs and a limited number of crafts are also included in this basic art class.

**Computers** – This course expands 6<sup>th</sup> grade keyboarding skills, adding basic educational and business uses of the computer. Basic word processing, spreadsheet, database, PowerPoint, and desktop publishing skills are covered, along with proper letter and report writing techniques.

**Science Technology** – This course is an exciting hands-on engineering and science experience. In the lab, students will explore 13 different topics, such as CO2 Cars, Bridge Building, Rocketry, Electronics, Flight, computer-Aided Drafting and Robotics. Each Subject is studied for 7 days before choosing the next topic. The semester ends in an enjoyable way, with the CO2 cars being raced, the rockets being shot.

**Band – Beginning** – Learn to play a woodwind, brass or percussion instrument! This course is for students who have never played an instrument or have less than one year of experience. Learn the basics of an instrument, how to read music, and how to be a productive member of the ensemble. Beginning band performs at several concerts throughout the year and takes a festival trip at a major theme park in the spring.

**Band – Intermediate** – This course is for students who have already played a woodwind, brass, or percussion instrument for at least one year. We will play exciting band music and continue learning proper technique and music theory. Intermediate band students have the opportunity to participate in after school Jazz Band. Intermediate Band performs at several concerts throughout the year and takes a festival trip at a major theme park in the spring.

**Band – Advanced – Advanced Band is by audition only.** – This course is designed for students to develop an advanced mastery of their instrument and music. Students will not only have whole group performance opportunities, but will also have small group performance opportunities (solos, duets, trios, etc.) Advanced Band performs at several concerts throughout the year and takes a festival trip at a major theme park in the spring.

**Orchestra –Beginning**– Learn how to play the violin, cello, or bass! This course is for students who have never played a string instrument or have less than one year of experience. Learn the basics of an instrument, how to read music, and how to be a productive member of the ensemble. Beginning orchestra performs at several concerts throughout the year and takes a festival trip at a major theme park in the spring.

**Orchestra – Intermediate/Advanced – (Approval Required)** This course is for students who have already played the violin, viola, cello or bass for at least one full year. We will play exciting orchestral music and continue learning proper technique and music theory. Orchestra performs at several concerts throughout the year and takes a festival trip at a major theme park in the spring.

**Ensemble – This class is designed to be a fun introductory experience to choral singing. This class is for students that wish to learn fundamental singing skills. Students will learn how to properly use their singing voices, with special emphasis on singing in two and three-part harmony. Various cultures are emphasized. This group may travel locally to perform at music festivals as well as school and community performances. Attendance at extra rehearsals and all performances is required.**

**Viking Singers – (Teacher approval)** – Our advanced Viking Mixed Choir is open to all 7<sup>th</sup> & 8<sup>th</sup> grade boys and 8<sup>th</sup> grade girls. This group performs concerts at theme parks (such as Disneyland), music festivals and other school and community performances. Attendance at extra rehearsals and all performances is required.

**Showstoppers – ( Audition Required).** Showstoppers is a singing and dancing show choir. This group performs concerts at theme parks (such as Disneyland), music festivals and other school and community performances. Attendance at extra rehearsals and all performances is required. **Concurrent enrollment in Viking Singers is required.** This class will replace and count as credit towards your P.E. (Physical Education) requirement.

**Art Advanced - (Teacher Approval Required)** – This course is designed for students who have taken Art. It is a year long art course designed for student who are interested in advanced courses in Art during their high school years. This course explores more art techniques as well as creating projects inspired by famous artists.

**Broadcasting Introduction** – This class will include hands-on experience with shooting, writing, editing, reporting for, and directing a live television show using state-of-the-art digital special effects equipment. They will produce a live television news program that will air (live) to the school and air on Adelphia Cablevision on a tape-delayed basis.

**Broadcasting Intermediate** – This class will include hands-on experience with shooting, writing, editing, reporting for, and directing a live television show using state-of-the-art digital special effects equipment. They will produce a live television news program that will air (live) to the school and air on Adelphia Cablevision on a tape-delayed basis. \*Broadcasting 7 or teacher recommendation.

**\*\*Broadcasting is a journalism class. Students need to have strong writing skills and an interest in reporting, photojournalism, and video editing.\*\***

**Yearbook** – (Prerequisite) – Students will learn about journalism and produce a school newspaper and yearbook. Open to students who have a 'B' in English and who are proficient writers in English. Students need to have word processing skills, be strong independent workers, and be able to work in a team setting. Teacher recommendation required. Students will be required to work outside the classroom.

**Spanish I – (\*prerequisite)** A high school college preparatory course. This is a rigorous course where students learn basic grammar, reading, writing, oral training and conversation through tapes and class work. Hispanic culture is introduced in the course. \*Students need to have a good understanding of English grammar and **must** have a grade of 'B' or better in their present English class. Students will need a B or better and teacher recommendation to continue on to Spanish II.

**Spanish II – (\*prerequisite)** A high school college preparatory course. This is a rigorous, fast paced course where students review and complete basic grammar structure; practice speak, reading, writing and understanding more advanced material. \*Students need a B or better and teacher recommendation in Spanish I. Students will need a B or better and teacher recommendation to continue on to Spanish III.

**AVID – (Application & Interview Required) - Advancement Via Individual Determination** – Designed to ensure that students in the middle with academic potential, capable of completing a college preparatory path: will succeed in the most rigorous curriculum, will enter mainstream activities of the school and will progress toward their goal of four-year college enrollment. Priority will be given to students who meet the background criteria.

**ASB (Application Required)** - Associated Student Body promotes a positive school climate by planning, organizing and sponsoring a wide range of activities for all Valley Middle School students. Members of ASB should be responsible and willing to serve as leaders on campus. This year-long course is open to all students with a 2.5 G.P.A. or better, passing grades in all subjects and satisfactory citizenship marks (No N's or U's). **Incoming 6<sup>th</sup> grade students interested in ASB membership must complete the ASB application and turn it in with your elective form.**

**Student Aide – (approval required)** – Basic office and library skills are fine-tuned in this course. Office, library or teacher's aide is offered and limited to those 7<sup>th</sup> and 8<sup>th</sup> grade students, both male and female, who demonstrate good citizenship, discipline, attendance, and teamwork. **Please attach "Office Aide Application" with elective form to be considered.**

## **DISCIPLINE PLAN**

### **I. MISSION STATEMENT**

We believe that all students can and will learn in a safe and orderly environment. We feel that all students have a responsibility to behave in a manner that will not prevent teachers from teaching and students from learning. No one has the right to violate the best interest of any individual in the school community. Behavior guidelines will be consistently and fairly enforced inside and outside the school classroom. Our school Discipline Plan applies to all school activities on and off campus including field trips, dances, and performances.

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools. California Education Code §48908.

Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to his teacher and others in authority; kind and courteous to classmates; and refrain from the use of profane and vulgar language.

California Code of Regulations, Title 5, Section 300

### **II. BASIC SCHOOL RULES**

- 1) Follow the directions of all staff members the first time.
  - 2) Respect the rights and property of others.
  - 3) Be in your assigned classroom with the appropriate materials when the bell rings.
  - 4) Maintain a safe and productive learning environment.
- The following items are not allowed at any time: gum, music players, markers, balloons, rubber bands, whiteout pens, audio and visual recording devices, and noise makers (includes whistling).
  - Skateboards, rollerblades, rollerskates, toy vehicles, scooters or any other similar forms of transportation are not allowed per Carlsbad City Ordinance 10.58.015 and CUSD Board Policy 3513. California law requires that students wear helmets when riding a bicycle.
  - Cellular phones and other signaling devices must be out of view and turned off during school hours. These items will be confiscated if the rules are violated and only returned to the student's parent/guardian. A student phone is provided in the main office for use during student free time. Regulated by California Education Code §48901.5.
  - Keep walkways clear at all times, including stairways.
  - Students must have his or her Valley Student Identification Card available at all times.
  - Students not involved in school-sponsored activities must be off campus by 2:35 p.m.
  - Valley Middle School is not responsible for lost or stolen items.

Students are under the jurisdiction of the school district during any of the following:

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

**III. BULLYING/ INTIMIDATION**

The Carlsbad Unified School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior include: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Bullying is defined as exposing a person to negative, abusive actions repeatedly over time. Bullying can be direct or indirect and includes specific types of physical, verbal, and/or psychological aggression and intimidation that occurs repeatedly creating an on-going pattern of harassment and abuse. (This includes “cyber bullying” or “text-messaging”)

**IV. CITIZENSHIP**

Outstanding	Satisfactory	Needs Improvement	Unsatisfactory
Stops talking when the bell rings. Always begins working on the warm-up at the bell. On time daily.	Stops talking when the bell rings. Usually begins working on the warm-up at the bell. One tardy per grading period.	Sometimes working quietly on the warm-up at the bell. Tardy 2-3 times per grading period.	Rarely working quietly on the warm-up at the bell. Tardy 4+ times per grading period. Truant to school 1 time.
All <u>required</u> materials and reading book brought to class daily.	<u>Required</u> materials missing once or twice a month.	<u>Required</u> materials missing once a week.	<u>Required</u> materials missing several times a week.
Participates often in class discussions by raising hand, waiting to be called upon and offering thoughtful comments. Makes the class better because of his/her presence.	<u>Participates</u> in class discussions by raising hand, waiting to be called upon and offering thoughtful comments most of the time.	Sometimes doesn't raise hand or wait to be called upon. Comments are sometimes off topic and/or not appropriate to the discussion. Side conversations interfere with class.	Frequently doesn't raise hand or wait to be called upon. Comments are sometimes off topic and/or not appropriate to the discussion. Side conversations interfere with class. Often hinders progress of the class.
Cooperates well in groups by listening to others respectfully, contributing fairly and participating appropriately.	Cooperates in groups by listening to others respectfully, contributing fairly and participating appropriately most of the time.	Sometimes doesn't listen to others; doesn't contribute fairly or allow others to contribute; participates inappropriately or is off task at times	Doesn't listen to other group members; doesn't contribute fairly or allow others to contribute; participates inappropriately or is off task frequently.

No gum On task Ignores off task behavior Solves problems independently Positive leader	Warned once about gum chewing Usually on task Ignores off task behavior Solves problems independently Cell phone rule infraction	Sometimes <u>chews gum</u> Distracted easily from being on task Unable to solve problems independently Cell phone rule infraction	<u>Frequently chews gum</u> Distracts others from learning Rarely on task Unable to solve problems independently Cell phone rule infraction
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**V. DRESS CODE AND GROOMING POLICY**

The faculty believes that appropriate dress and grooming contribute to a productive learning environment. Students are expected to attend school in clean, neat clothing. Valley Middle School not only provides academic education but also moral, dress and grooming education. Distractions to the educational environment are not beneficial to student learning. Students in violation of the dress code policy are subject to disciplinary action.

**School dress code applies to all school activities, including field trips and dances.**

**Please respect the dress code.**

- Clothing must be neat, clean, and fit properly.
- Clothing and accessories cannot advertise, promote, or glamorize any of the following: drugs, alcohol, tobacco products, violence, weapons, or display inappropriate or sexually suggestive language or symbols.
- Clothing that is revealing such as tops that are strapless, see-through, low-cut, or expose the midriff are not permitted. Pajamas and slippers are not permitted. Undergarments must not be visible at any time.
- Pants must stay up to your waist. "SAGGING" IS NOT ALLOWED.
- Tops must cover undergarments, chest, back, and midriff areas. Shoulder straps of 2 inches or more wide (3 fingers width) are acceptable (No spaghetti straps are allowed...).
- Footwear must adequately protect feet and not interfere with required school activities. Shoes must ADHERE to the foot; therefore, they must have a back covering. Flip flops are not permitted (unless directed by a doctor's excuse).
- Students may not wear clothing that denotes gang affiliation as defined by Carlsbad Police task force.
- Wallet chains are not allowed at school. Accessories may not have metal studs or spikes.
- Jewelry, wallet, and accessories that, in the opinion of the staff attract undue attention or could pose a threat to the safety of others are not permitted.
- Hats may **NOT** be worn indoors. Bills of hats must be worn facing forward.  
**Hoods may only be worn while passing through downpouring rain.**
- Bandanas and knit caps (aka "beanies") are not permitted at any time.
- Sunglasses are not permitted unless with prescription or doctor's note
- No rollerblades or shoes with wheels allowed.

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.

The Administration always reserves the right to determine what is appropriate or inappropriate.

**Consequences for dress code violations:**

- 1st offense: Change clothes**
- 2nd offense: Change clothes, call parent, and detention.**
- 3rd offense: Change clothes, call parent, referral for defiance.**

## **VI. HONOR CODE**

Integrity and honesty are goals for which all students should strive at home and at school. Student cheating on academic work is wrong and results in students failing to properly learn the required academic material. In assignments where the teacher specifically assigns a pair or group of students to work together, group members may share information, but individual students still have responsibility for work that must be arrived at independently. Students may not copy the work from other members of the group.

### **Definition**

Cheating is the use of another person's work, either by copying another person's work or giving someone your work. Further, cheating is when a student misleads, deceives or acts dishonestly on purpose. Cheating includes the following examples:

1. Possessing another student's assignment(s), project(s) or assessment(s) in order to copy the document(s) for his/her own use.
2. Allowing another student to copy one's assignments or assessments.
3. Copying another student's work/assignments.
4. Using or possessing crib sheets/notes during an examination, test, quiz or other classroom assessment.
5. Talking or communicating verbally or nonverbally with other students during tests, examinations, quizzes or other assessments inside or outside of the classroom environment.
6. Plagiarizing – copying another person's written work (published work) word for word or idea by idea if the student contends he/she wrote the work.
7. Making copies of another student's work/assignments.
8. Using electronic sources (the World Wide Web) to obtain information that results in plagiarism or use of uncited materials/information not generated by the student.
9. Forging another person's signature.
10. Working together on designated independent assignments.

Violations of the Honor Code may result in disciplinary action(s) up to and including a recommendation for expulsion; and, violation(s) may affect the student's academic and citizenship grades.

## **VII. NEGATIVE CONSEQUENCES**

Consequences result when rules are broken. Documentation will be placed in the student's discipline folder when rule violations take place. Ultimately, we want students to learn to make appropriate choices which will result in better behavior. The severity of the offense will match the consequence. Consequences include the following, but not necessarily in this order:

Warnings	After-School Detention	Parent Contact
Loss of School privilege	In School Suspension	Behavior Contract
Suspension	Expulsion	Community Service
Non-participatory Status	Alternative School Placement	Saturday School
Ecology Training		

## **VIII. REWARDS AND RECOGNITION**

"Catch a student being good" means positive behavior displayed by a student and witnessed by an adult may be recognized with Viking Valley Vouchers, and entered in a monthly drawing for prizes. Other recognition includes:

- Citizenship Honor Roll – published each grading period for students receiving an "Outstanding" (O) on the progress report from every teacher.
- Citizenship Certificate – presented at the end of the school year to students who have been on the Citizenship Honor Roll on the first through the fifth grading periods.
- Cafeteria Coupons – One or the other provided each grading period to students on the Citizenship Honor roll.
- Positive phone calls home.
- ASB reward parties or assemblies.
- Field Trips
- End of the year activities: Talent Show • Reward Luncheon • Yearbook Party • Promotion Dance • Promotion Ceremony

**IX. SERIOUS CLAUSE VIOLATIONS** – Suspension or expulsion may result from any of the following acts:

**EDUCATION CODE §48900**

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (a) (2) Willfully used force or violence upon the person of another, except in self-defense. [Battery]
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind, including the prescription drug Soma.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, including Soma, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property, including electronic files or databases.
- (g) Stole or attempted to steal school property or private property, including electronic files or databases.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Aided or abetted the infliction, or attempted infliction, of physical injury to another person; may be suspended but not expelled.
- (q) Engaged in, or attempted to engage in hazing as defined in §32050.

**EDUCATION CODE §48900.2**

Committed sexual harassment as defined in §212.5.

**EDUCATION CODE §48900.3**

Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of §233.

**EDUCATION CODE §48900.4**

Engaged in harassment, threats, or intimidation.

**EDUCATION CODE §48900.7**

Made terrorist threats against school officials or school property, or both.

**EDUCATION CODE §48915(a)(5)**

Committed assault or battery (as defined in PC 240 & 242) upon any school employee.

**TO THE PARENT/GUARDIAN:** Suspensions are issued in compliance with the Education Code of the State of California, Sections 48900, 48910, and 48911. The reason for a suspension will be explained to the pupil, and he/she will have an opportunity to explain his/her version of the incident. Pursuant to Section 48911 (f), the parent/guardian is required to respond without delay to a school official's request for a conference regarding a pupil's suspension. The pupil's parent/guardian has a right to have access to the pupil records as provided by Section 49069.

PLEASE NOTE: DURING THE PERIOD OF SUSPENSION FROM SCHOOL, THE PUPIL MUST NOT BE ON OR NEAR ANY SCHOOL CAMPUS.

## **EXPULSION**

Expulsion means removal of a pupil from the immediate supervision and control or the general supervision of certificated school personnel and referral of the pupil to an appropriate alternative educational placement.

The Principal or Superintendent is required under state law to immediately suspend and recommend expulsion of pupils that have committed any of the following acts:

- Brandishing a knife at another person
- Possessing, selling, or otherwise furnishing a firearm
- Selling a controlled substance
- Committing or attempting to commit a sexual assault or sexual battery

The Principal or Superintendent is required under state law to recommend expulsion of pupils that have committed any of the following acts unless the principal or Superintendent finds that expulsion is inappropriate, due to the particular circumstances:

- Causing serious physical injury to another person, except in self-defense.
- Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- Unlawful possession of any controlled substance except for the first offense for the possession of not more than one ounce of marijuana.
- Robbery or extortion.
- Assault or battery upon any school employee.

## **SCHOOL-WIDE INTERVENTIONS**

### Academic Development

- Activities for Honor Roll and Citizenship Roll
- Merit Roll Recognition
- Village Meetings
- Student Study Team
- AVID
- Frequent Friday Forecast
- Compass Learning
- Math Tutoring
- Club Viking
- Teamatics

### Personal/Social Development

- TEAM Scene
- GUIDE Program
- North County Lifeline
- Two full-time school counselors
- WEB
- Lion's Quest
- Valley Viking Vouchers

## **ENRICHMENT OPPORTUNITIES FOR ALL STUDENTS**

- **ASB** (Associated Student Body)—in place of an elective
- **Builders Club**—a service club connected to Carlsbad's Kiwanis Club
- **CJSF (California Junior Scholarship Federation)** Membership is based on scholarship and citizenship only. Membership is held during the semester following when the qualifying grades were earned and is for one semester only. In order to become a member, the student must submit an application each semester the student is eligible. Students establish membership by earning academic points. The number of points earned must be twice the number of academic subjects in which the student is enrolled.
- **East Coast Study Tour Club**
- **Geography Bee**
- **Science Olympiad and/or Science Club**—a process-based contest/club
- **WEB - "Where Everybody Belongs"** - 8<sup>th</sup> grade student leaders helping students succeed.
- **National Spelling Bee**
- **Poetry Jam**

## **eSCRIP**

*"Support our children—sign up with eScrip today....making it easier than ever to give back to our children! No certificates to carry! No need to verify with a store cashier! No prepayment for goods required. Is it really this easy? YES!"*

**Organization Name: Valley Middle School**

**eScrip ID #: 013 8332508**

Here Is How:

1. Simply call 1-800-592-0942 and give our organization ID number and name.
2. Register your grocery loyalty, credit and debit cards you already have in your wallet—you do not need any new cards.
3. Once eScrip receives your registration, each and every purchase made with your registered cards at eScrip merchants becomes money to support our vital programs.

Don't delay....eScrip is safe, secure and proven. We can use your support today. For more information and participating merchants in our area, visit [www.escripinc.com](http://www.escripinc.com).

## **EXTRA CURRICULAR ACTIVITIES**

After-school sports and clubs are offered through outside agencies (YMCA, Boys and Girls Club, etc.) and may use school facilities for practices and/or games. More details are available at the front office.

## **FOOD SERVICES**

Students are expected to memorize their five-digit permanent student identification number and enter the number into the food services keypad whenever they make a food or beverage purchase. Students who participate in the free and reduced food program must apply before the end of September. The price of a lunch tray is \$2.25; reduced lunch is \$.40. Breakfast is \$1.00 and \$.30 for the reduced price. A variety of other food items are also available for student purchase.

Students may pay cash or make deposits into their accounts. Checks should be made payable to C.U.S.D. Food Services for any amount and be given directly to the cafeteria personnel. Be sure to write the student's name on the check.

## **BRUNCH AND LUNCH RULES**

1. Students must walk to lunch or brunch.
2. Breakfast is served at the lower patio.
3. 6<sup>th</sup> grade lunch areas include the upper patio, quad, and middle patio.
4. First lunch -7<sup>th</sup> grade student lunch areas include the quad and middle patio.
5. Second lunch – 7<sup>th</sup>/8<sup>th</sup> grade lunch areas include the quad, middle and lower patios.
6. No food near the MU Room, blacktop, or playing fields.
7. Upper PE fields are off limits during brunch and lunch.
8. Students **MUST TAKE RESPONSIBILITY** to throw away their own trash. Detention/Community service will be assigned if a student chooses to litter.
9. Valley is a closed campus and all students will stay on campus to eat lunch. There is not enough time for parents to take a student to lunch off Valley's campus, but parents are always welcome to eat lunch with their student on the campus after checking in at the front office.

## **HEALTH OFFICE PROCEDURES**

***Please notify this office if you have a new phone number. This will enable us to reach you if your student is sick or injured.***  
The Health Office is closed during 6<sup>th</sup> period. The office hours are between 7:30 –12:30 and 1:15 – 2:00. Students may not enter the Health Office without a pass, except during lunch or brunch, or in the event of an emergency.

A physician's prescription is required to administer a medication at school, even an aspirin! An "Authorization for Medical Administration" form, completed by the parent/guardian and the physician, must be provided to the Health Office for each medication. All medication must be counted and countersigned by the parent/guardian-designated adult and the Health Office Technician or her designee. It is imperative that medications be delivered and picked up by the parent/guardian or designated adult.

Students with a medically prescribed epipen to prevent anaphalactic shock need to bring it to the health office along with the appropriate paperwork signed and their doctor and their parent.

Medications must be delivered to the Health Office in original containers/bottles, labeled only by California pharmacists. At the end of the school year, the parent/guardian should pick up any medications stored in the Health Office. Unclaimed medications will be discarded at 12:00 p.m. on Friday, the day after school ends.

## **HOMEWORK RESPONSIBILITIES**

### **Responsibilities of Students:**

1. Record homework assignments in your agenda before leaving school.
2. Take homework assignment home and spend necessary time each night.
3. If absent from class or school, contact your "Homework Buddy" or another classmate, and use teacher systems for absentee students.
4. Demonstrate pride in homework by doing the work well and independently.
5. Submit finished homework to the teacher neatly done and on time.
6. All assignments missed while absent are to be made up and turned in within the same number of days absent.

### **Responsibilities of Parents:**

1. Arrange a quiet time and study area including proper lighting.
2. Expect homework each weeknight. Expect your child to record daily homework assignments in his or her school planner.
3. Encourage your child to report progress to you on long-term assignments.
4. Check **School Loop** regularly. (*School Loop* combines all homework assignments, personalized teacher comments, and school activities into one, password-protected page – accessible through an Internet browser, [www.valley678.com](http://www.valley678.com))
5. Encourage your student to read.

## **HOMEWORK BUDDY SYSTEM**

We encourage your child to have a **HOMEWORK BUDDY**. We realize you understand that the direct instruction, guided practice, class discussions, and group activities can not be recreated. Our School Loop Program will show homework assignments, but not what has been done in the classroom environment. If your child has a *Homework Buddy*, he/she may share class work with your child if your child is absent. A *Homework Buddy* should be in your child's "Village" and in your child's specific math program. **We encourage your child to keep his/her Homework Buddy's phone number by your phone.** Parents who cannot contact a Homework Buddy and do not have internet access at home or work, may use computers at the school or public library to get homework assignments from School Loop.

## **SCHOOL LOOP – HELP WITH HOMEWORK**

Parents are able to review students' homework assignments and school calendars through School Loop by using the internet to go to **www.valley678.com** and entering your student's birthday and the access code you received during student registration. Students will often have homework every weekday. You can assist your student by reviewing their completed assignments which also demonstrates your support for their education.

## **INTERNET USE POLICY**

Valley is developing a curriculum to teach students about the appropriate use of the computer network. Before we give students full Internet access, we will help them practice responsible behaviors. Using the SDCOE's software application, they will be taught to respect the work of others, demonstrate on-line courtesies, and follow the guidelines for responsible use. Once a student has demonstrated effective "on-line" skills and responsible attitudes, he/she will be permitted to sign-on to the Internet and have limited Internet access provided you have given your written consent on a form available in the Registration Packet. An internet-use sticker will be attached to the ID card for students who have consent. This card will then be displayed on top of the computer (in the library, classroom or computer lab), whenever a student uses the internet.

## **LIBRARY MEDIA CENTER**

The Valley Middle School Library Media Center is located in the middle of campus and is open before school, at lunch and after school for individual student use. The library has reference materials, a computer reference area with on-line services to access information, and a large collection of fiction and non-fiction books. As teachers assign projects, they also schedule library time for their students to start their research.

Students may check out library books for a two-week period. Books may be renewed for another two weeks, if necessary. Books are due on the date stamped on the "date due card" in the pocket. Students with overdues are not permitted to check out more books. Overdue notices are sent to students monthly. They should either return or renew their books at that time. Students are responsible for the care of library books. They may have to pay replacement costs if a book is damaged or lost. All books are due by the end of the year to clear students in order to receive yearbooks and/or register at the high school in the fall.

### **Text Book Check Out**

Students check out their textbooks through the library. Students will have one textbook for each of the core subjects, plus books for their elective, if there is one. When their teachers assign a novel to read together, they will check this textbook novel out through the library. Students are to keep these books in a safe place at home and use them for their homework assignments. Textbook novels are returned in a timely manner when the class finishes with the novel. Students are responsible for all of these books. In the event that they are damaged, there will be a charge. If books are lost, students pay the price of the book. Prices are listed on the "Statement of Responsibility" which is in the registration packet and signed by parent and student, then filed in the library.

## **OTHER SERVICES**

### **English Language Development (ELD)**

Through state funding, students who are limited or non-English speaking receive special instruction in learning the English language. Special materials, books, and equipment are provided to facilitate the learning of English.

### **Advantaged Learning Opportunities**

Students are identified for the program based on standardized test scores and a cognitive abilities test. The GATE (Gifted and Talented Education) program at Valley consists of an optional "Academics +" program, and a differentiated curriculum model.

## **PARENT MESSAGES AND TELEPHONE CALLS**

We have a student message board for parents who need to contact students or drop off items during school hours. **Please understand that messages or items cannot be delivered to students in their classes.** We strive to maintain a high level of educational instruction without interruption. Communicate your after-school plans **before school**; it will help immensely. If you absolutely must get a message or item to your student during the day, we will post their name on the white board visible to students just outside the main office. Please help us stop classroom interruptions by reminding your student to get into the habit of checking the white board regularly.

Valley Middle School also uses **Connect-ED**® service for emergency communication, surveys, and community outreach notification to help improve awareness, increase involvement, and audit communication on a regular basis with families. We most frequently use this system for attendance notification and special event reminders.

## **POSITIVE CONSEQUENCES for Academic & Citizenship Achievement**

- ◆ Academic Honor Roll — published at the end of each semester for students achieving a 3.5 grade point average (GPA) or better, and no “N’s” or “U’s” in citizenship.
- ◆ Merit Honor Roll — published at the end of each semester for students achieving a GPA between 3.00 and 3.49.
- ◆ Citizenship Honor Roll — published at the end of each grading period for students receiving outstanding marks for citizenship in ALL of their classes.
- ◆ Student Achievement Activities — provided each grading period for students on the Academic/Citizenship Honor Roll. Students must earn a 3.5 GPA and S or O citizenship or 2.0 GPA and O citizenship.
- ◆ Scholarship Certificates — presented at the end of the school year to students on the Academic, Citizenship, and Merit Honor Roll at the first Semester Report Card.
- ◆ Fun Trips/Coupons — one or the other is provided each six-week grading period to the students on the Academic/Citizenship Honor Roll.

## **SCHOOL DANCES**

ASB sponsors four after-school dances each year. They are meant for social interaction, leisure, and enjoyment. All school rules apply. Only Valley students who have demonstrated sufficient academic progress and have limited discipline interventions are eligible to attend the dances. You must have good attendance and be present the full school day the day of the dance in order to attend.

School dances are held in the multi-use room and usually begin at 2:20 p.m. and end at 4:00 p.m. No student will be permitted entrance to the dance after 3:00 p.m. If a student chooses to leave the dance at any time, he/she will not be allowed to return. We offer backpack storage rooms during the dances. There is a snack bar where candy, soda, pizza, etc. purchases may be made which may only be eaten outside. No food, gum, or drink is allowed in the multi-use room.

Students must have an ASB card to enter the dance. An ASB card look-up service is available for those who have an ASB card, but not with them. At the dance, there is a D.J. who plays a wide variety of music that compliments all interests. In addition, there is an open area outside with games.

## **VISITOR POLICY**

We believe that it is important for parents, students and teachers to work together to provide an outstanding educational program at Valley Middle School. Classroom visitations can be an important part of the process and are welcomed and encouraged by appointment with the teacher and/or an administrator. Safety and security measures, student and parent rights to privacy, as well as the imperative need to maintain an environment in which learning can take place, necessitate regulations governing the conditions under which visitors may gain access to school facilities. Requests for visits are to be routed through the school office. All visitors will be issued a visitor badge.

### **If you need to meet with your child’s teacher:**

1. Parents or guardians are encouraged to contact their student's teachers directly to establish parent/teacher conferences before or after the school day. Call the teacher and make an appointment to meet with him/her.
2. When you arrive on campus for your appointment, please sign in at the front office and receive your visitor badge. You will be escorted to the classroom or the teacher will come to the office to receive you.

### **If you are visiting the campus for any reason:**

1. Please sign in at the front office and speak to the Office Assistant. She will direct you to the appropriate staff member or area of campus. You will be issued a visitor badge if you leave the main office.

Please do not go directly to the classroom without checking in through the front office. Oftentimes our teachers are meeting with students or other parents before or after school and this may interrupt a confidential meeting. If you check in through the front office, we can verify a teacher’s availability or help make an appointment for you.