

Vista Magnet Middle School

An IB World School for STEM Education

IB MYP Authorized



Student Handbook and Planner 2019-2020

Special thanks to Han Orthodontics for their generous donation to the VMMS PTA to support purchase of planners for all VMMS students.

HOME OF THE VIPERS!

Student & Parent Acknowledgment:

I have read the contents of the Vista Magnet Middle School planner. I understand what the expectations are of me as a student and as a parent of this small learning community. (He leído las expectativas de la Escuela Vista Magnet Middle School. Entiendo que las expectativas de mí como un estudiante y como un padre de esta pequeña comunidad de aprendizaje.)

Student Name (Please Print): _____

Student Signature: _____

Parent Signature: _____

Home Phone #: _____ Parents' Cell Phone #: _____

151 Civic Center Drive, Vista, CA 92084

www.vmms.vistausd.org

Phone: (760) 726-5766 Twitter: @vistamagnet

Please note the administration and counseling offices have an **open door policy**.

OFFICE HOURS ARE 8:00-3:30 (Monday-Friday)

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As an authorized INTERNATIONAL BACCALAUREATE MIDDLE YEARS PROGRAMME school (IBMYP), we empower our students to pursue being an IB Learner through our “whole child” approach, and rigorous, principle-based curriculum. We seek that ALL students are BALANCED, CARING, COMMUNICATORS, INQUIRERS, KNOWLEDGEABLE, OPEN-MINDED, REFLECTIVE, RISK TAKERS, THINKERS and PRINCIPLED global students.



Vision

Our vision in Vista Unified is to be the model of educational excellence and innovation.

Mission

The purpose of Vista Unified School District is to inspire every student to persevere as a critical thinker who collaborates to solve real world problems.

Values

- RESPECT: treating all with dignity
- TRUST: having confidence that every decision focuses on the best interests of all students
- COLLABORATION: working in a collective partnership with clear two-way dialogue that builds relationships, among home, school and the community.
- EQUITY: Ensuring all students have access to schools, resources and supports to be successful.

Beliefs

We believe that ...

- All students have a unique capacity to learn.
- Risk taking, effort, and perseverance lead to excellence and innovation.
- Individuals learn and work best in a safe, nurturing environment.

Vista Magnet Middle School

PILLARS OF EXCELLENCE

Our motto “Engage, Achieve, Belong, Design” applies to ALL students.

We encourage all parents and guardians to converse with your children every day and reflect on engaging, achieving, belonging and designing at VMMS. **Try using the sentence frames below:**

- **ENGAGE-** Students will engage in inquiry and critical thinking to make meaning of content that will remain with them not for 40 days, or 40 months, but for 40 years.

In order to make sure I understand what is being taught to me, I will use tools like my composition books to _____ while in class; if I realize at home that my notes are not helping me, I will make sure _____.

- **ACHIEVE-** As a result of innovative instructional practices, students will be able to be active participants in learning rather than recipients of knowledge.

I will know that I am achieving in my classes when I use the feedback from _____ and _____; if I am not happy with what I am achieving, then I will _____.

- **BELONG-** Students will make meaningful connections through their academic, social and personal goals.

I want to make sure that I feel that I belong at VMMS and will do my part by _____; if I don't feel like I belong, then I will ask an adult at school or my parents to find out how I can feel more connected.

- **DESIGN-** Students will be able to create novel solutions to real world problems through four elements of the design cycle: investigate, plan, create and evaluate.

I will make sure that when I am given a project I will use the design cycle to _____; if I don't feel like my plan or my idea is strong, then I will _____.

GENERAL INFORMATION

Birthday Parties and Celebrations (balloons, flowers, stuffed animals, cupcakes, and/or cakes): Students are prohibited from bringing these types of items (and holiday items) to our office/classroom. Classroom or office deliveries will not be made for any of these types of items. Deliveries will only be made for required school items like homework or PE clothes.

Communication: Students and families are welcome to communicate with school staff in a variety of methods. All staff emails are listed on our website at vmms.vistausd.org, you may call our school to leave a voicemail for a teacher or staff member, or you may contact our front office to set up an appointment. Please keep your contact information updated on Parent Portal so our staff can contact families as needed.

Food Distribution: Do not bring any food items to share with other students. Food allergies and nutrition needs must be considered, so it is not safe or appropriate to bring food for students other than your own.

Emergency Cards/Contacts: You must provide contact information in case of an illness or injury to your child. **If a change or update is needed to Emergency cards, only parents/guardians are able to make changes.** If your child needs emergency care and we cannot reach emergency contacts, we will call Emergency Medical Services (EMS). Parents are responsible for costs related to EMS and/or hospital bills.

Emergency Drills: Drills are held for natural and man-made disasters. Student cooperation is required in following drill procedures. Parents arriving on campus during an emergency drill or an actual emergency must follow the direction of school staff. If students misbehave, appropriate consequences will be assigned.

Health Office: The Health office is located near the administration building. Any on-campus injury should be reported to the health office staff immediately and parents must inform the health office of any special medical concerns. If your child must use crutches or wheelchair on campus, a physician's order must be turned in to the health office. All students must have an up-to-date emergency card on file. Other than providing first aid, the school is unable to offer any treatment or to provide any medication unless it's under the direction of a physician.

Please note: Only Health Office staff may determine if a child is too ill to attend school. Students should not call or text home on their own to notify parents. Students picked up ill from school without communication from the Health Office will have an unexcused absence.

Medication Policy: Any student required to take medication (during the regular school day) prescribed for him/her by a physician, licensed in the State of California, may be assisted by the school nurse or other designated school personnel. Please be aware:

- We require a written statement from a licensed California physician detailing the method, time, and amount of medicine to be taken and a written statement from the student's parent/guardian indicating the desire that the school district assist the student in the matters set forth in the physician statement.
- Any required medication, including aspirin, must be stored and taken in the health office. Medication must be brought to school by the parent/guardian, not students. Students are not permitted to be in possession of any medication (either prescription or over the counter such as cough drops, Coricidin, creams, eye drops, etc.) on any school campus or at any school activity.
- Parents and/or students may pick up a medication authorization form in the health office. Prescribed medication should be in containers which are clearly marked with the name of the student, the name of the prescribing physician (licensed) in California, name of the medication, and the amount of medication to be taken at specified times or in specific situations. We are unable to accept medication in plastic baggies or unmarked containers. The student should know the time to take the medication and must come to the health office at the appropriate times.

Homework: Homework expectations for each grade can be found on our website and in class syllabi. VMMS expects students to complete homework and has many ways to support students with homework.

ID Cards and Lanyards: These are expected to be worn by ALL students and must be visible at ALL times during the school day and at ALL school functions. Lanyards and school ID's will be provided for FREE on the first day of school. The ID card must not be defaced or destroyed. This ID card also functions for checking out library books and sports equipment and purchasing tickets to school functions. Replacement of lanyard or ID costs \$5.00 and is ordered through the attendance office.

Leaving School for Appointments: Students should not be picked up from school unless they have a doctor or dental appointment, or there is an emergency. **Students cannot be checked out of class within 20 minutes of school dismissal.** Please be respectful of the learning environment and show your children that you value their education by not taking them home early on Friday. Each pass sent out is a disruption of students' valuable learning time. Parents must have a current, valid government issued photo ID when checking out a student. **Once students arrive on campus, they are to remain on campus for the entire school day.**

Library: The VMMS library is a gathering place for many VMMS events and learning. During class time, individual students must have a pass to use the library. No food or drink is allowed in the library and students **must** have their ID cards to check out items. Computers are available for assistance with school assignments. Library books are "2-2", i.e., students may check out 2 items for 2 weeks, and books can be renewed for an additional two-week period. Damaged or lost library books are subject to fines up to the cost of the book. **The library is open during before school Tuesday through Friday and at lunch every day.**

Lockers: We have no lockers available other than PE lockers. Students are responsible for cleaning and maintaining these lockers. Problems with lockers should be immediately reported to PE teachers. In order to protect personal belongings, each locker must be kept locked and the combination numbers must be used only by the assigned student. Never share lockers or combination numbers! Students must provide their own combination lock for their PE locker.

Lost and Found: Clothing and other found articles are placed in the nurse's office.

Media Release: Parents wishing to exclude their children from video or photos must sign a media release form indicating that exclusion.

Messages/Personal Items: Our office will deliver messages to students only **IN CASES OF EMERGENCY.**

P. E. Excuse: May be granted with a note from the parent, **NOT** to exceed 3 days during school year. Beyond 3 days, a doctor's note **MUST** be provided to the Health Office and PE teacher. Dressing out may be required.

School Activity Exclusion: Exclusion from an extra-curricular school activity (i.e., sports, socials, etc...) before, during or after school may occur if a student has demonstrated safety or behavior concerns.

Student Planners: VMMS provides each student with a planner, which is required in every class and is to be used as a tool to help organize daily responsibilities, including homework assignments. If a student loses the planner, he/she may purchase a replacement planner from the office for \$5.00, as supplies last. Parents should review the planner with children daily and use it as a tool to discuss and support school work.

Teams/Clubs/Programs: Our aim is to engage every Viper! At VMMS students enrichment activities are based on student interest and run through VMMS ASB. Please check our website for offerings.

Textbooks and Technology: VMMS provides textbooks **at school and at home**, and technology devices to be used at the school. Students are responsible for the condition and return of textbooks, and for appropriate care of technology. Damaged or lost textbooks or technology devices will be subject to fines up to the cost of the item. Moldy books cannot be reused.

Visitors: Visitors to campus **MUST** sign in at the reception area and present current valid government issued ID. **NO EXCEPTIONS.** Students from other schools, friends, or relatives may **not** visit during school hours. Parents/guardians are always welcome. Please contact a teacher in advance if you are interested in observing in a classroom.

Yearbooks: Every year our Yearbook Club produces and sells an award-winning yearbook which presents an excellent portrayal of our school year. Students are not required to own a yearbook. This is a traditional aspect of our school which celebrates the year's activities.

IMPORTANT REMINDERS

VUSD Safety Policies

- 1. UPDATE EMERGENCY INFORMATION:** The office can only release students to people listed as emergency contacts. Is your contact information updated? Parents/guardians may update emergency information in our front office. All edits must be made by parents/guardians in parent handwriting or in Parent Portal, and cannot be made over the phone.
- 2. CURRENT VALID GOVERNMENT ISSUED PHOTO ID:** Students may only be released to adults on the emergency card and **MUST** have a current, valid government issued photo ID. All names on the emergency card and in our school database, including parent names, must match their government issued photo ID. Parents/guardians who are familiar to staff will be required to present ID.
- 3. MESSAGES TO STUDENTS:** If a parent/guardian phones the office to provide a student message, office staff is required to verify by calling back using the phone numbers in the school district database. Please ensure that all numbers are current.
- 4. CAMPUS VISITS:** Only currently enrolled students and staff are allowed on campus before, during and after school hours. Visitors may be permitted for special school sponsored activities or as volunteers who sign in and make arrangements with the office. All approved visitors must show current, valid government issued photo ID to check-in at the office before they enter campus. Former students may not visit campus during the school day, they must arrange with staff in advance to visit a specific teacher or staff member after school only.

ATTENDANCE

All students MUST attend school each day and bring a positive attitude to school. When your child is absent from school, please call the attendance line and report the reason for the absence. Our attendance line number is (760) 726-5766 ext. 61006.

VUSD District Policy: ***Absence from school shall be allowed only for: personal illness or injury, quarantine under the direction of a county or city health officer, medical, dental, optometric or chiropractic services rendered, attendance at the funeral services for a member of the immediate family, jury duty in the manner provided by law, pupil who is custodial parent of a child who is ill or has a medical appointment during school, exclusion for failure to present evidence of immunization, exclusion from school because student is either the carrier of a contagious disease or not immunized for a contagious disease.***

CONTACT VMMS ATTENDANCE OFFICE...

Parents shall notify the school of a student's absences within 72 hours (3 days).

1. Absences remaining unverified for three or more days after the student's return to school will be considered truant or unexcused.
2. Fewer than three unverified absences are considered UNEXCUSED.
3. Three or more unverified absences are considered TRUANT. Please note this includes tardies over 30 minutes.

On the first day of a pupil's absence and on each subsequent day of absence, parents or guardians must present a satisfactory explanation, verifying the reason for absence. The verification may be made in conversation or in a signed note.

1. When informing the attendance office of an absence be sure to include all of the following elements: full name of student, date(s) of absence, specific reason of absence, name and/or identify (i.e. mother or father) of person, providing the information.
2. Any student with ten (10) excused absences, verified by phone calls or notes, will be required to provide a written explanation for any/all future absences. This verification must be written by the appropriate professional on his/her letterhead, addressing the medical, legal or bereavement reason(s).

If your child will be absent for an extended length of time (5 or more days), **notify the attendance office in writing at least 5 full days prior to the departure date.**

TRUANCY

A student who is habitually absent may be referred by the school's administration office to the School Attendance Review Board (SARB). School officials will notify the family prior to the SARB referral. If you are having attendance concerns for your child, please contact his/her teachers and/or the administration office.

SARB

The School Attendance Review Board (SARB) is a process established to address any social, personal and/or academic struggles by students who do not attend school regularly. The board, comprised of various representatives such as the Coordinator of Attendance, mental health, district nurse, probation department, county office and school officials, provides an intervention for the family and the student. Once the intervention is in place, if the student continues to record 10 or more absences, the family is then referred to the District Attorney's Office by our SARB team.

Students with excessive absences will be referred to a SARB hearing panel. This process includes:

- Step #1:** Attendance letter #1 will be sent after the 3rd unexcused absence.
- Step #2:** Attendance letter #2 will be sent after the 6th unexcused absence.
- Step #3:** Attendance letter #3 will be sent after the 9th unexcused absence. A meeting with the district SARB panel will take place and the student may be placed on a SARB contract. Parents will be notified of the time and place for the meeting.
- Step #4:** Referral to District Attorney's Office for violating SARB contract

Tardy Policy

At VMMS, we believe that each student wants to be here and do his/her very best because he/she applied to our school. Our intervention steps for tardy incidents include but are not limited to:

1st / 2nd Teacher warns student.

3rd / 4th Teacher meets with student and contacts parents.

Interventions for additional or ongoing tardy incidents:

- Teacher contacts parents to formerly meet with Village teachers to create a plan of action.
- Student is required to attend after school classes on time management and organization.
- The Principal will meet with the student and parents to discuss the Participation Agreement and discuss exiting or placing the student under academic/behavior probation.

Morning/Afternoon Drop-off/Pick-up Procedures:

Safety first, last, always...

All student drop off and pick up will be from the Eucalyptus Avenue entrance to the Pick-Up/Drop-Off Loop at VMMS. Students who walk to VMMS will also enter and exit from Eucalyptus Avenue/Citrus Avenue.

Anyone who parks illegally, parks in local business parking areas, or jaywalks on any public street may be subject to a citation and/or fines by law enforcement. Please continue to respect traffic laws, our neighbors, and city street regulations.

Drop off/Pick Up Hours:

Parents may begin dropping off students at 9:00 a.m. (*Monday only*) and 8:00 am. (Tuesday-Friday). Parents must pick up students by 3:30 pm. Any students that have not been picked up by 3:25 pm will proceed to the main office. Please keep in mind that the main office is closed at 3:30 pm. **Gates will be opened and closed at times indicated above.**

Prior to 8:00 am (9:00 *Monday only*) and after 3:30 pm, the only access to and exit from VMMS campus will be through the main office.

Learning Labs, After School Activities and Clubs

Students participating in before or after school Learning Labs, after school activities and clubs **MUST** enter and exit through the main office. No other students are permitted on campus before or after school hours.

Boys and Girls Club:

During Boys and Girls Club hours, students attending will enter and exit through the gate closest to the pool/gym entrance. There will be no direct access from the pool gate onto the rest of the campus.

Parking

Please only use the authorized drop-off and pick-up area at the Eucalyptus gate in the Pick-Up/Drop-Off Loop.

Unauthorized ---Please DO NOT drop off or pick up students at the locations listed below.

- Civic Center parking lot
- Local business parking lots
- VISITOR and STAFF PARKING (adjacent to the pool)

STUDENT INTERVENTIONS

Academic Support: We intend to see each of our students promote from our program according to his/her learning plan successfully. Since we are working together to ensure the growth and success of every child, if a problem arises, we will work with parents to find a solution that allows their child to continue in our community and take the following measures in a productive manner.

- Student conference with teacher/goal setting
- Phone call home
- Village meeting/parent conference
- Learning Labs
- Weekly progress reports
- After-school interventions (Fun Fridays; tutorial; Knight School, etc.) or enrichment
- Family meeting with the administration

Discipline: If we find that a student has made a poor choice, we will immediately notify the parent through the mail, email or a phone call. With this in mind, VMMS believes all students can behave at school and have the responsibility to behave in an appropriate manner. Positive rewards are emphasized for students who observe school-wide and classroom expectations. Likewise, negative consequences occur if a student breaks a school-wide or classroom rule. Our purpose is to make a positive impact on ALL students academically, socially and personally. The principal, assistant principal and counselors invite all parents to attend a one-on-one conference in which we clarify expectations, our work ethic, and citizenship rubrics. This affords families an opportunity to make contact early in the year and ask questions pertaining specifically to that grade level.

The following pages provide details regarding specific discipline rules.

Remember, the **Participation Agreement** you signed clearly indicates our expectations that students will:

- Adhere to dress code requirements, including collared shirts, corporate and covered clothing, VMMS lanyards and school ID cards.
- Attend school daily and on time.
- Act responsibly and maintain good conduct at school and to and from school.
- Come prepared to learn each day.
- Bring a positive attitude and exhibit the IB character traits.

Students who do not follow our Participation Agreement will face consequences and lose privileges on campus as a result. The administration will meet with families and students who have ongoing difficulty meeting these expectations in order to resolve these challenges immediately.

RULES TO PROVIDE A SAFE PLACE TO LEARN

RULES	Possible Action
<p>Academic Honesty Students who copy work from others, help others with, or turn in work that is not theirs based on their own efforts. Our IB Academic Honesty Policy is available on the VMMS website.</p> <p>The definition of academic dishonesty includes:</p> <p style="padding-left: 40px;">Cheating - The purposeful use of, or attempt to use, the act of collaborating and working together on any academic exercise, without the teacher's approval, and the work is so similar in appearance, content, or form so it is questioned that the students work is due to their own effort.</p> <p style="padding-left: 40px;">Plagiarizing - The purposeful use or copy of ideas, words, statements, or images of another without proper acknowledgement or reference. Here are some examples of plagiarizing, but are not limited to: using word for word or paraphrased text or images without proper reference; paraphrasing so as to mislead the reader regarding the original source; turning in without permission the same written or oral material in more than one course; obtaining images, OR research from another individual or source and presenting it as your own work.</p> <p style="padding-left: 40px;">Help in Academic Dishonesty – Purposefully or knowingly helping, or attempting to help, another to commit acts of academic dishonesty as defined above.</p>	<p>Zero grade on work; lower citizenship grade; letter to parent; may result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>
<p>Abusive Language/Vulgar Language/Obscene Gestures - Unfortunately, vulgar language and obscene gestures (verbally as well as in print) are becoming commonplace in the media, in music, and in the movies. Some students believe that vulgar language and/or obscene gestures are a sign of maturity and they use them to impress their peers. Abusive/vulgar language and obscene gestures are offensive and disrespectful and will not be tolerated. Abusive language includes name-calling, put-downs, harassing comments and behaviors, ethnic slurs, cultural offenses, verbal and physical threats, curses, and vulgar gestures. Please remember that you are in a public school setting and are not to use inappropriate language.</p>	<p>May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>
<p>Bicycles/Skateboards - VMMS has a designated area for bicycles only. Skateboards, scooters, and rollerblades are not allowed on campus. California law requires students to wear a properly fitted and fastened helmet that meets safety standards while riding a bicycle. Bicycles are to be used as transportation to and from school. VMMS requires that a helmet be worn daily.</p> <p><i>Students must walk beside their bicycles while entering and leaving campus including VMMS parking lots. All types of scooters, skateboards, and rollerblades are not permitted, only bicycles.</i></p>	<p>Students arriving at or attempting to leave school on a bike without a helmet that meets safety standards will have the bicycle confiscated; parents must pick up the bike and students will be subject to losing their right to bring a bike to school. Bikes are not to be used while entering or exiting on campus. Students who do not adhere to this are subject to discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>

RULES	Possible Action
<p>Challenge of Authority - Direct challenges or verbal abuse toward any staff member will result in disciplinary action. If the challenge or verbal abuse is considered a threat or results in bodily harm to a staff member, disciplinary action will be taken.</p>	<p>May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>
<p>Conduct (VUSD Board Policy NO. 5131) Bullying - The VMMS school community is committed to providing all pupils a safe school environment in which all members of the school community are treated with respect. Bullying is repeated conduct which subjects a pupil to insults, taunts, or challenges, whether verbal or physical in nature that is likely to intimidate or provide a violent or disorderly response from the student treated in the manner. We request that parents report any incident of bullying or suspected bullying to VMMS administration immediately.</p> <p>Cyber bullying - also referred to as online social cruelty, can involve using social media, apps, messages, emails, web pages, cell phones, online chats or other communication technology in order to: send mean, vulgar, or threatening messages or images; post sensitive or private information about another person; pretend to be someone else in order to make that person look bad; intentionally exclude someone from an online group, harass/bully/intimidate/put-down another person in any way. School discipline will be involved if online activity is disruptive to the school environment or student safety, comfort, or ability to focus at school.</p>	<p>May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>
<p>Dress Code - To go along with our high academic expectations, we believe students should follow the three C's in our school attire: Collared, Corporate and Covered. All students are expected to follow the Basic Guidelines for Dress Code Safety and Respect.</p> <p style="text-align: center;">PLEASE REFER TO DRESS CODE POLICY AT THE END OF THIS SECTION.</p>	<p><i>Decisions regarding the appropriateness of clothing will be handled by the principal or designee. Students dressed inappropriately will be immediately required to change clothes. In the event there is a concern regarding clothes or appearance, parents may call the school. Dress Code Violation Consequences</i></p> <p><u>First Incident:</u> Student warned, student changes into appropriate clothing, and incident is documented.</p> <p><u>Second Incident:</u> Student changes into appropriate clothing, consequence assigned.</p> <p><u>Third Incident:</u> Student changes into appropriate clothing and refer to administrator. Student is placed on a behavioral contract.</p> <p><u>Fourth and Each Subsequent Incident:</u> Student is home suspended.</p>

RULES	Possible Action
<p>Drugs & Drug Paraphernalia - It is unlawful to possess, offer, arrange or negotiate to sell any drug and drug paraphernalia</p>	<p>May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>
<p>Electronic Devices – Only upon prior TEACHER written/verbal approval to the administration shall students be permitted to use electronic devices for academic purposes for activities like recording, taking pictures, movies, and communicating (text messaging). Any use of such devices for non-educational purpose will have them confiscated and will face disciplinary action.</p> <p>Cell Phones/Devices/Smart Watches – though we encourage students to NOT bring cell phones, students who do must be responsible to make sure their cell phones must be off and kept in backpacks during school hours and school sponsored events. Headphones or earbuds may not be used or worn on campus at any time, except with teacher permission for academic purposes while under teacher supervision in a classroom. Students who bring these devices to school do so at their own risk. VMMS is not responsible for a device that is stolen or damaged.</p> <p><i>If students must call their parents, they MUST use an office phone or ask permission to use a Teachers Classroom phone.</i></p>	<p><u>First Incident:</u> A student using a cell phone/electronic device on campus will have their cell phone confiscated and returned to them at the end of the day and will receive a WARNING.</p> <p><u>Second Incident:</u> The parent must pick it up the device, students may be required to attend intervention classes.</p> <p><u>Third Incident:</u> The parent must pick up the device, parent conference scheduled.</p> <p><u>Fourth Incident:</u> Student may face additional consequences leading to suspension for defiance.</p>
<p>Extortion - Any person who obtains property from another by a wrongful use of force or fear is guilty of extortion (<i>PC 518</i>).</p>	<p>May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>
<p>Fighting - Fighting, threatening or harassing other students is unacceptable and will not be tolerated. This includes threatening notes or actions. No one has the right to interrupt another student’s learning with this type of inappropriate behavior. Students who provoke other students to fight will also be disciplined. This may include students who pressure/encourage one student to fight another. If a student hears about or sees a fight about to occur or in progress, he/she should immediately find a VMMS staff member or another adult to help.</p>	<p>May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>
<p>Gambling/Card Playing – Card playing, wagering or accepting wagers on any game of chance or contest of any type is prohibited.</p>	<p>May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>
<p>Gum – Gum can cause irreparable damage to our school and is not allowed on campus.</p>	<p>Students will dispose of gum on the first infraction. Continued incidents will result in further disciplinary action.</p>

RULES	Possible Action
<p>Harassment and Discrimination – All students should be free to attend school without harassment of any kind. Harassment and discrimination are against the law and against Board policy. If you are being harassed, either verbally or physically, immediately notify an adult on campus, your parents, or one of your teachers. Abusive and vulgar notes are a form of harassment as well as offensive, and disrespectful, and will not be tolerated at VMMS. Most times, if this behavior is not reported it will continue and become worse. If someone is making you afraid to come to school, report them at once. The staff is here to protect you and make school a safe and enjoyable place for you to learn. Forms of harassment and discrimination include, but are not limited to the following:</p> <p><i>Derogatory comments, jokes or slur; derogatory or offensive posters, cards/notes, cartoons, graffiti, drawings or gestures, racial comments or slurs, unwelcome sexual advances, requests, or demands for sexual favors, and other verbal or physical conduct of a sexual nature; Use of electronic device such as a text message, social media, apps, email, video, instant message or any other form of cyber bullying.</i></p>	<p>Suspension or a recommendation for expulsion may be made based upon the nature of the incident or whether previous interventions have occurred.</p>
<p>Hazing (Initiations) Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.</p>	<p>Suspension or a recommendation for expulsion may be made based upon the nature of the incident or whether previous interventions have occurred</p>
<p>ID Cards & Lanyards – Students are expected to wear their provided VMMS ID card and VMMS lanyard and must be visible at all times during the school day and at all school functions. If a student defaces an ID card or lanyard, they must purchase a replacement ID card or lanyard for \$5.00 each in the office.</p> <p>The ID card is to not be defaced or destroyed. This ID card also functions as a library card for checking out any books or sports equipment.</p> <p>Additionally, IDs are needed for purchasing tickets to some school functions. Replacing an ID or lanyards costs \$5 each and is done through the attendance office.</p>	<p>Any student who does not wear his/her VMMS ID and VMMS lanyard will be counseled upon first incident. The second incident will require detention. The third will include additional detentions and leading to suspension for defiance. VMMS is willing to assist students with obtaining their ID and/or lanyard but the student is responsible to complete this requirement.</p>
<p>Imitation Firearms – <i>PC §§ 12550, 12556: Imitation Firearms: Penal Code § 12550</i> includes BB device within definition of imitation firearm. <i>Penal Code § 12556</i> makes it a criminal offense to openly display or expose any imitation firearm in a public place.</p>	<p>May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>
<p>Injurious Object – Any employee of a school district may take from the personal possession of any pupil under the authority of school personnel any injurious object in the possession of a pupil.</p>	<p>May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>

Internet Policy - Students are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and the district's Acceptable Use Agreement. (BP 6163.4)

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned.
2. Students shall use the district's system safely, responsibly, and primarily for educational purposes.
3. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students also shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.

Personal information includes the student's name, address, telephone number, Social Security number, or other personally identifiable information.

5. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.
 6. Students shall not use the system to engage in commercial or other for-profit activities.
 7. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
 8. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.
 9. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."
 10. Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.
 11. Students shall report any security problem or misuse of the services to the teacher or principal.
- The district reserves the right to monitor use of the district's systems for improper use without advance notice or consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the district for the purpose of ensuring proper use.

Whenever a student is found to have violated Board policy, administrative regulation, or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's technological resources, as appropriate. This includes students who purposefully causing damage to technology devices, or neglectful student behavior that causes damage to devices. Inappropriate use may result in disciplinary action and/or legal action in accordance with law and Board policy. **Possible Action:** May result in discipline not limited to counseling, warning, campus beautification, student loss of privilege to use technology at school, detention, suspension, expulsion.

Digital Citizenship – How to behave online at VMMS and anywhere as a responsible digital citizen.

Be polite and use appropriate language.

- Remember there is a person on the other end of the line. Treat them like you would like to be treated. Typing in capital letters is like SHOUTING – please avoid shouting.

Follow the same behavioral guidelines that you would in real life.

- Don't cheat, lie, or steal. Stealing on the Internet would be copying a picture or information from a web site without letting others know where you found the information or picture.

Protect your personal information.

- NEVER give out your full name, address, or telephone number. NEVER arrange to meet someone you've met on the Internet unless your parent is with you.

Keep your password to yourself.

- NEVER share your password with anyone. Keep it private.

Respect people's privacy.

- Don't snoop around in other people's files. Be aware that email is not private.

Make yourself look good online.

- Make sure all of your work is of high quality. Proofread your writing, even in email messages.

Protect hardware and software.

- Treat school computers like your own – with respect. Always get permission to use school equipment. NEVER use or copy licensed software for which you have not paid.

Possible Action: May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.

RULES	Possible Action
<p>Laser Pointers - Possession of a laser pointer by any student on any school premise is prohibited unless possession is for valid instruction. It is prohibited to direct the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog (<i>PC 417.27</i>). Must be 18 years old.</p>	<p>May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>
<p>Prohibited Substances and Items – No personal items are to be brought to school. This includes but is not limited to sports equipment, toys, or other non-academic items. Anything disruptive to the school environment or which serves no educational purpose is not allowed on campus. Students will be subject to disciplinary action for having any of the following items in school: weapons, weapon facsimiles, drugs, drug paraphernalia, drug facsimiles, alcohol, pornographic material, smoking products, vape pens, tobacco products, tobacco facsimiles, fireworks, poppers, stink bombs, fidget spinners, disruptive fidget devices, laser pens, matches, lighters, water pistols, items or clothing which promote or advertise drugs, alcohol, tobacco or sex, the use of beepers or cell phones is also prohibited, skateboards, scooters, rollerblades, tape recorders, electronic devices, hand held gaming devices, gum, laser pointers, radios, MP3/CD players, IPODS, IPADS, permanent markers, white out (liquid form), sunflower seeds, aerosol cans, perfume, cologne, aftershave. This includes any food or drink item that does not adhere to the VUSD Wellness Policy. Please refer to VUSD website Child Nutrition Department.</p>	<p>These items will be taken from the student and returned ONLY to the parent.</p> <p>May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>
<p>Public Display of Affection - Public displays of affection, including, but not limited to: kissing (of any form), holding hands, hugging, groping of body parts, sitting between legs, lying is prohibited.</p>	<p>May result in disciplinary action not limited to counseling, warning, detention, suspension, expulsion</p>
<p>Restrooms - Students may not loiter in or around the restrooms. The school reserves the right to limit access to restrooms.</p>	<p>May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>

RULES	Possible Action
Running - Students must be safe and not run while traveling to and from each classroom, cafeteria, gym or any other location on campus including before and after school.	May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.
Stealing/Possession of Stolen Goods - Stealing is not just unacceptable; it is a crime. If you commit, or attempt to commit a theft (going through another person's belongings, locker, book bag, etc. without their permission, will be considered as attempted theft).	May result in disciplinary action not limited to counseling, warning, detention, suspension, expulsion, stolen items will be returned, replaced, or paid for.
Student Searches - If there is a suspicion that a student has violated or are violating a law or school rule, administrators have the authority to search you and your possessions.	
Tobacco - No student shall possess, smoke or use tobacco or any product containing tobacco or nicotine products while on campus, or while attending school sponsored activities or while under the supervision and control of school district employees	May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.
Trash - Students are expected to use the provided trashcans to dispose of all trash, especially food.	Failure to use the trashcans will result in pickup and/or may result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.
Unauthorized Advertising - No fliers or advertisements may be distributed on the school premises without prior approval of the school administration.	May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.
Vandalism/Destruction of Property - Damaging or destroying school or private property will result in disciplinary action. Damaged or lost textbooks or technology devices will be subject to fines up to the cost of the item.	May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion. May include, police action and possible prosecution. Restitution must also be made by the student and/or his parents for any losses due to proven damage or destruction of school or private property.
Violation of Suspension Conditions - Violation of suspension conditions includes being physically on school grounds, near the campus or at a school-sponsored activity without permission of school administration.	May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.

MANDATORY EXPULSIONS	
48915 (c) (1)	Possessing, selling, or otherwise furnishing a firearm. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
48915 (c) (2)	Brandishing a knife at another person.
48915 (c) (3)	Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
48915 (c) (4)	Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
48915 (c) (5)	Possession of an explosive.

Dress Code (3 C's)

Collared: Shirts and blouses must be:

- ✓ **Sized to fit.**
- ✓ Button down the front shirts or blouses (buttoned appropriately).
- ✓ Students may wear non-collared shirts if the shirt is an administration approved VMMS spirit shirt. This includes approved T-shirts from school-sponsored events.
- ✓ We encourage students to wear T-shirts which clearly indicate college/university affiliation on WAVE-Pact Wednesdays.
- ✓ Students may not wear sports jerseys or t-shirts representing outside sports organizations. This includes any outside organization that uses a Viper logo.
- ✓ A turtleneck/t-shirt may be worn under a traditional polo/button down the front shirt.
- ✓ Shirts/blouses must cover entire torso, including shoulders and back, down to or past the waist line, and may not be revealing or see-through.
- ✓ Non-collared shirt **may not be worn over collared shirts.**
- ✓ **Vests, blazers, sweaters, jackets, cowl necks, turtle necks, are NOT considered collared shirts.**
- ✓ **Sweaters and sweatshirts** may be worn over collared shirts as long as the collar is showing.

Corporate:

Pants or slacks, and jeans must be:

- ✓ **Sized to fit.** Sagging of pants is not permitted.
- ✓ Free of all wording, pictures, studs, jewels, etc.
- ✓ Free of holes or slits and must be hemmed without fraying, ripped shredded, etc.
- ✓ No pajama pants, shorts, or apparel allowed.

Shorts, Skirts, and Skorts must be:

- ✓ **Sized to fit.** Sagging of pants is not permitted.
- ✓ Free of all wording, pictures, studs, jewels, etc.
- ✓ The appropriate mid-thigh length and hemmed regardless if worn with nylons, tights, or leggings.
- ✓ Must be free of holes, no shredded material.
- ✓ Leggings, yoga pants, or athletic pants may only be worn if they are not see-through or skin tight, free of holes or cutouts, and they must be covered by a collared shirt, skirt, or dress covering to mid-thigh or lower.
- ✓ Dresses may be worn if they are modest and one piece. Dresses must have at least two inch straps, chest covered, no open backs, mid-thigh length or longer, not see-through or sheer, and preferred with collar. Not allowed: Halter dresses, spaghetti straps.

Jackets/Coats, Shoes

- ✓ **Jackets, coats, blazers and/or sweaters** are not a substitute for collared shirts and must be sized to fit.
- ✓ **Closed-toed shoes with soles** must be worn. Acceptable footwear includes tennis shoes, loafers, flats, pumps and dress shoes. All shoes requiring shoelaces must be laced and tied appropriately. House shoes, shower shoes, and thongs/flip-flops, sandals, Crocs or rubber shoes, slippers, open-toed shoes, spiked heels and steel-toed shoes are **not allowed**. No heels higher than 1 inch.
- ✓ In general, clothing must be clean, modest, and in good repair.

Covered: covering the waistline, chest, upper thigh and not revealing any undergarments; not excessively tight or sheer.

Basic Guidelines for Dress Code Safety and Respect: These include, but are not limited to:

- ✓ NO jewelry or accessories which display studs, spikes, replica weapons, or drug paraphernalia, or which may pose a threat to student safety such as toe rings or large hoop earrings
- ✓ NO fanny packs
- ✓ NO wallet chains
- ✓ NO hats, caps, hairnets, "do-rags", wave caps, bandanas, hoods, beanies, visors, or other head coverings except sun-protective wear specifically approved by school officials
- ✓ NO unhemmed shorts
- ✓ NO extra long T-shirts worn on the outside
- ✓ NO "heelies" or shoes with wheels on the bottom
- ✓ NO plaid shirts worn on the outside and buttoned at the neck
- ✓ NO clothing or accessories exhibiting professional sport team names or logos
- ✓ NO cloth belts with metal buckles that have initials stamped on or through them
- ✓ NO high white socks pulled up near bottom of shorts
- ✓ NO long belts with the end hanging down in front
- ✓ NO pants which are slit or frayed at the cuff
- ✓ NO bandanas worn in any way
- ✓ NO excessively oversized, baggy or sagging pants, or pants that drag on the ground (no pajama apparel)
- ✓ NO articles personalized with gang-related writing, names symbols or gothic lettering
- ✓ NO other items deemed by school administration, in consultation with law enforcement, as gang affiliated
- ✓ **ANY other attire determined by school administration to be a classroom or campus distraction, hazardous or inappropriate, offensive and specifically identified as such. The principal or designee maintains emergency authority to declare any new specific attire as gang-related, working in conjunction with the local sheriff. If any item is added to the list, all students will be duly notified (e.g. student bulletin, parent newsletter, etc.)**