

# Plaza Vista Middle School Handbook



## Emphasizing Academics in a Safe and Nurturing Environment

Plaza Vista Middle School goals for the school year.

We will provide:

- Curriculum and grading policies that will ensure integrity and high academic standards.
- A middle school environment that emphasizes encouragement and positive interaction.
- A safe and nurturing environment fostering cooperation inside, as well as outside the classroom.

# Plaza Vista Procedures and Policies

## Student Planner

**Students:** In middle school, you will be expected to have your planner with you each day. In addition to being an important tool to help you stay organized with your assignments, your teachers will utilize your planner to assign you to Tutorial.

**Parents:** A recipe for your child's success throughout the school year is to check his or her school planner every day!

## Arrival to school and classes

School starts and attendance is taken promptly at 8:25am. Students who are not in their seats at 8:25 will be marked tardy. A bell will ring at approximately 8:22 to alert you to walk to class. You should be on campus by 8:20. You may not use the office area to enter or exit the building unless you are tardy. If you need to enter any part of the building before school, you must have prior written permission from a staff member who will be directly supervising your activity in the building.

## Attendance and Tardies

California State Law requires that children attend school daily unless they have a legal excuse such as personal illness or a medical/dental appointment. A parent or guardian should call the school before 8:30 a.m. each day to notify the office of your absence. Students are expected to be on time to all their classes. Consequences for tardies begin on the third tardy of the school year. Consequences for excessive tardies and unexcused absences include community service on school grounds, and/or detention. Students with excessive absences (including excused absences) or tardies will be referred to the Orange County School Attendance Review Board (SARB). Absences immediately before or after a three-week break are highly discouraged and will only be excused with valid medical notification. Independent study work is not available during an unexcused absence; therefore, no independent study work is provided before or after a three week break. Plaza Vista Middle School is a closed campus. Students may not leave school grounds at any time during the school day without signing out in the office with parent permission. Leaving school grounds during the school day will result in discipline consequences.

## Student Responsibilities

We take punctuality, completion of class work, homework and behavior very seriously. Students will receive disciplinary consequences for tardiness, lack of academic responsibility, missing homework, disrespectful behavior toward adults or students, and/or behavior deemed inappropriate. Students will leave the property of others alone at all times. Students will walk inside the building and in the lunch area. Students eat only in the outside lunch area or inside during inclement weather. Students may not go outside lunch boundaries (those areas that are unsupervised).

## Office Use

Students should not walk through the office unless they are sent by a staff member to do so. Students who have forgotten items at home and need to pick up those items from the office must go to the office during recess, lunch, or before or after school. Students will not be notified when items are dropped off by parents in the office.

## Lunches:

All lunches being delivered to students must be in the office by 11:25am, supervisors will take lunch bins outside where students may pick up their lunch. Lunches will not be delivered or picked up by students after 11:25 am. In the event that you forget your lunch, you may receive a lunch in the cafeteria. If you do not have funds in your lunch account, you will need to pay for your lunch the following day.

## Safety

Treat others as you expect to be treated. We feel very strongly about providing a safe environment at school and in the community. Students are expected to cooperate with teachers, students, and other school personnel at all times. Bullying, intimidating, threatening, or fighting with students or any school personnel will not be tolerated. "Play" fighting, wrestling, or other dangerous contact activity is not appropriate at school. Do not bring dangerous items to school, including but not limited to, sharp objects, lasers, toy weapons, or propelling devices that could cause injury to another student. This policy is in effect while at school, during any school activity, and in route to and from school. All medications must be administered through the health office and are not to be in a student's possession. Plaza Vista follows the IUSD policy regarding drugs, alcohol, weapons, e-cigarettes, and harassment. Every student has the right to a safe and nurturing environment.

# PLAZA VISTA BEHAVIOR EXPECTATIONS

## ***Suspension/Expulsion***

Fortunately at Plaza Vista, most students consistently contribute to a positive school environment. Utilizing the PBIS model of proactive, positive behavior systems and interventions, suspensions are quite rare. However, it is important to note that certain violations may result in suspension from school, or in extreme cases may be grounds for a recommendation for expulsion. School administrators, working with teachers, counselors and support staff make every effort to intervene with students in order to help them make positive choices. However, on very rare occasions, students make choices that may end up with severe consequences. Please note the following education code violations that may end up leading to suspension or expulsion.

The Irvine Unified School District strictly prohibits the use of products containing tobacco or nicotine, including, but not limited to smokeless tobacco, snuff, chew, and clove cigarettes, by students on any district campus or while attending school-sponsored activities, or while under the supervision or control of district employees. This prohibition also applies to electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices with or without nicotine content that may mimic the use of tobacco products.

All prescription or over the counter medications taken by students MUST be administered through the health office and accompanied by proper paperwork. Student use or possession of such products must conform to laws governing student use and possession of medications on school property.

Students who cause or attempt to cause, or threaten to cause a physical injury to another person may be suspended and in certain circumstances expelled. Students who use force or violence upon the person of another except in self-defense, may also be suspended and recommended for expulsion. Most reported incidents of self-defense at Plaza Vista do not constitute self-defense, they constitute retaliation. Any student who uses physical aggression to retaliate may be suspended or recommended for expulsion. Students are expected to keep their hands and feet to themselves at all times.

The following acts occurring at school, going to or from school or at any school sponsored activity are considered to be violations of the California Education Code and may lead to suspension and expulsion:

- Caused or attempted to cause, or threatened to cause physical injury to another person...§48900(a)(1)
- Willfully used force or violence upon the person of another, except in self-defense...§48900(a)(2)
- Possessed, sold or furnished any firearm, knife, explosive, or other dangerous object... §48900(b)
- Possessed, used, sold or furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant...§48900(c)
- Committed or attempted to commit robbery or extortion...§48900(e)
- Caused or attempted to cause damage to school or private property...§48900(f)
- Stolen or attempted to steal school or private property...§48900(g)
- Possessed or used tobacco or any products containing tobacco...§48900(h)
- Committed an obscene act or engaged in habitual profanity or vulgarity...§48900(i)
- Possessed, offered, arranged, or negotiated to sell drug paraphernalia...§48900(j)
- Disrupted school activities or otherwise willfully defied the valid authority of teachers, administrators, or other school personnel engaged in the performance of their duties...§48900(k)
- Knowingly received stolen school or private property...§48900(l)
- Possessed an imitation firearm...§48900(m)
- Committed or attempted to commit a sexual assault §48900(n)
- Engaged in an act of bullying...§48900(r)
- A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person...§48900(t)
- Committed sexual harassment...§48900.2
- Made terrorist threats against school officials and/or school property §48900.2

Mandatory recommendation for expulsion include:

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

### Passes

To be out of class, at any time, you must have a pass. The only exception to this rule is when you are under the direct supervision of a teacher or during passing period.

### Bus and Field Trip Standard

Students are expected to conduct themselves in such a manner as to conform to classroom standards of behavior. Instructions of the driver must be followed.

### Books

If a classroom textbook is damaged but usable, students may be charged 1/2 the cost of the book. If a classroom textbook is lost or deemed unusable, the student will be charged full replacement cost of the book. If library books are damaged or lost; students will be charged the full replacement value of the book. Misuse will result in disciplinary action.

### Grades and Promotion

Students who do not pass a class or receive a "U" in citizenship in middle school may be withheld from attending school events, including field trips, dances, end of the year activities, and other school related functions. 8th Grade students who are suspended from school or receive an F or U on a report card during the year may be withheld from the end-of-the-year field trip and promotion dance/dinner.

### Misuse of School Property

Misuse of school property, whether damage occurs or not, is not acceptable. Students who cause damage to a computer, classroom, bathroom, school building, PE equipment, or any other school property will receive consequences and/or may be denied the use of that equipment through the end of the school year, and will be financially responsible for replacing or repairing any damages.

### Dress Code

The interpretation of these standards is the responsibility of the school staff. Student's dress is the responsibility of the parents. Inappropriately dressed students will be required to change their clothing or be sent home. Repeated challenges to the dress code will result in disciplinary action.

#### DO'S:

- Clothes should be clean.
- Blue T-shirts will be required for all PE classes with first and last name clearly printed on the front.
- Appropriate footwear is that which permits participation in all aspects of the school program. Shoes must be worn at all times and appropriate for all activities, including physical education. Middle school students are allowed to wear open toed shoes on non P.E.days. However, if you plan on playing during snack or lunch break, appropriate shoes are required.
- Hats may only be worn outside and are only for protection from the sun.
- Shorts and skirts must reach to at least the fingertip of your pinkie finger.
- Shirts and tops must be within three inches of the base of the neck and always have at least a 1" straps.

#### DON'TS:

- Clothing may not be gang-affiliated.
- Clothing may not contain images or references to alcohol or tobacco.
- Clothing may not contain violent or sexual content.
- Girls are not permitted to wear spaghetti straps, expose undergarments, low neck line tops, halter-tops, off the shoulder tops, expose midriffs (tops shorter than the top of their pants) or excessive make-up.
- Boys are not allowed to wear baggy pants, tank tops, and may not expose undergarments.
- Open toe or heel shoes are not permitted on P.E. days or if you play during snack or lunch.
- Slip-on tennis shoes are not appropriate for P.E. Shoes must fit appropriately.

### Cell phones/Telephones/Electronics

Cell phones or other electronic devices are to be turned off (not just placed on silent mode) during the school day. Students who have their phone on or use it during the school day without prior permission from a staff member will have their device confiscated and turned into the office. Only a parent can obtain a confiscated cell phone or other electronic device. Students may use cell phones before and after school. If a medical problem exists, special arrangements can be made with the office for a student to have a cell phone turned on. Students who repeatedly violate the cell phone policy, use their phones to videotape another person without prior permission, or use their device to violate the Academic Integrity Policy will face disciplinary action. School telephones are used by teachers and staff only. You may use school telephones when a teacher deems it necessary and gives you permission.

### Bicycles/Skateboards/Scooters:

You may ride your bicycle, scooter or skateboard to school. However, you must not ride them on campus and you must wear a helmet. In addition, you must properly lock your bike, scooter or skateboard and your helmet. Bicycle and board racks are available. If you need assistance, see a staff member. The school is not responsible for lost, damaged or stolen items – lock your items properly!

### Contact Sports

Contact sports, including tackle football and dodgeball, are not permitted at any time.

### Gum Chewing

Gum chewing is never permitted at any time on the Plaza Vista campus, including before and after school.

### Tobacco

The Irvine Unified School District strictly prohibits the use of products containing tobacco or nicotine, including, but not limited to smokeless tobacco, snuff, chew, and clove cigarettes, by students on any district campus or while attending school-sponsored activities, or while under the supervision or control of district employees. This prohibition also applies to electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices with or without nicotine content that may mimic the use of tobacco products.

### Discipline

Students who disregard Plaza Vista rules may have any of the following consequences which may vary depending on the severity, repetition, or danger of the behavior. Consequences include the following, but are not limited to: 30 minute detention, “in-house” suspension from all classes, individual class suspension, parent notification, campus clean-up, systematic exclusion, exclusion from field trips, dances, parties, end-of-the-year activities and/or assemblies, out of school suspension, and expulsion. Students who fail to attend assigned detention will have their time doubled. If a student fails to attend detention a second time, further disciplinary action will proceed.

### Detentions

1st detention 30 minutes (minimum)

2nd detention 45 minutes (minimum)

3rd detention 60 minutes (minimum)

4th detention 60 minutes and community service

Any subsequent detentions will result in disciplinary action which may also include parent conference, exclusion from activities, suspension from school (in-house or home suspension) or other disciplinary action as appropriate.

## **Plaza Vista Anti-Bullying Pledge**

We, the middle school students of Plaza Vista, agree to join together to stamp out bullying at our school. We believe that everyone should enjoy the school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality. Cyber-bullying includes the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, text messages, instant messages, web site postings, or digital pictures or images. Reported incidents of cyberbullying in or out of school which disrupts school activities and/or instruction may have discipline consequences.

We agree to the following:

- Value other students and treat them with respect.
- Be an active participant in the prevention and reporting of bullying.
- Be aware of all school policies.
- Support students who may be subjected to bullying.

## **MENTAL HEALTH/WELLNESS SERVICES AND RESOURCES**

The District provides school-based mental health/ wellness services and resources ([www.iusd.org/WeCare](http://www.iusd.org/WeCare) or [www.iusd.org/department/mental-health-wellness](http://www.iusd.org/department/mental-health-wellness)) to students and families. These services include short-term individual or group counseling for students at the school site; short-term, solution-focused therapy for students and families through the Irvine Family Resource Center; and resource linkages to community-based mental health or social services for students and families. Services are provided by counselors or licensed mental health professionals.

Students are supported by a counselor who provides individual assistance, including academic counseling, social/emotional support, and college and career exploration. Appointments may be made with a counselor by either student or parent request. You may contact our counselors by email or phone.

National Suicide Prevention Lifeline: 1-800-273-8255

## Plaza Vista Middle School Academic Integrity Contract

Plaza Vista Middle School promotes academic integrity. Students are taught research skills and how to interpret, paraphrase, synthesize, or summarize the information in their own words. Plagiarism or cheating on any assignment will not be tolerated and will result in severe consequences. Plagiarism or cheating will result in zero for the assignment and an “N” in citizenship on the next progress or report card. All students sign an integrity contract.

### **I will not claim credit for work that is not the product of my own honest effort:**

1. I will not talk to any student during tests or quizzes, look at anyone else’s test answers, or allow anyone else to see my test answers.
2. I will not use any materials or equipment during a test unless a teacher has given me specific permission.
3. After taking a test, I will not share any information or answers from the test with other students.
4. I will not plagiarize. I will not turn in or use any work that is not 100% my own original effort without giving proper credit and citation.
5. I will not allow any other student to see or use my homework or classwork unless specifically allowed by my teacher.
6. I will not make any changes to a test or assignment in order to falsify my grade.
7. I will not provide materials or information that other students may falsely claim as their own.
8. I will not turn in an original assignment, paper or project more than once.
9. I will not forge my parents’ signatures or in any way falsify parent permission or acknowledgement on any document.

Any student who breaches this Academic Integrity Contract is subject to disciplinary action as stated in, but not limited to the Plaza vista Middle School Handbook. Possible consequences for breach of the contract could include:

- 0 on assignment, loss of points and a lower grade or redoing assignment/test for 50% decrease in earned grade.
- An “N” in citizenship
- 30-minute detention, letter home and double points deducted
- 60-minute community service, letter home and double points deducted
- Repeat violations or more serious infractions will result in suspension or Saturday School
- Possible exclusion from school activities could also result from a breach in integrity in addition to the above consequences
- A lower course grade

### **STUDENT TECHNOLOGY CONTRACT**

Plaza Vista School is committed to aiding students and staff in creating a 21st century learning environment. Students may use their own devices with classroom teacher approval to read school-appropriate material for education purposes. By allowing students to use their own e-reader technology on campus, we are hoping to increase the access all students have to the resources they need to succeed.

#### **COMPUTER/CHROMEBOOK USE**

- ❖ Students may not eat, drink or litter anywhere in any technology use area.
- ❖ Students may not be in the lab or use computers without teacher permission during class, during recess, lunch, before or after school
- ❖ Students working in the classroom/halls must also ask their supervising teacher permission to leave.
- ❖ Students may not make any alterations to the screen, software, printing capabilities, or mouse directions on any school computer.
- ❖ Students are not allowed to “adjust” the position of the monitor in any way.
- ❖ Students are not allowed to add paper to printers; a teacher must be notified when the paper runs out.
- ❖ Students should not just keep hitting the “Print” button, check the printer for information as to why their file has not printed.
- ❖ Students must use only \*their own undamaged jump “flash” drive with their name on the label.
- ❖ Students will use the Internet only with teacher permission and will stay on appropriate, **class-related** web pages.
- ❖ Students may not use school computers to communicate with other students; such as email or instant messaging, or social media posts.
- ❖ Students may not access home e-mail addresses or instant messenger sites without teacher permission.
- ❖ Students may not enter contests or give out any personal information while on the Internet.
- ❖ Students will not download Internet articles and use the text as their own work, as per the Plaza Vista Integrity Contract.
- ❖ Students will not give advice to other students that would cause them to break any of the above rules.

#### **PORTABLE ELECTRONIC DEVICE**

- ❖ Teachers may allow students to utilize e-readers for instructional purposes (novel studies, book reports, non-fiction reading in relation to content area curriculum, self-selected reading) and in accordance with IUSD’s board policy and IUSD’s Acceptable Use Policy. The teacher has the discretion to allow and regulate the use of personal devices in the classroom and for use during specific projects. Teachers may require a hard copy of a book in certain situations such as a specific translation of the text; illustrations and/or cover art; or foreword, appendix, or other literary additions required for class.
- ❖ Ability to use electronic readers on campus is a privilege, not a right. All material on any electronic device must be appropriate for school. All users shall be required to acknowledge understanding of all administrative regulations governing use of the e-reader and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with district policies. Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school activities and/or hours unless otherwise allowed by a teacher. Devices may not be used for non-instructional purposes (such as making personal calls, sending personal e-mails and/or texting).
- ❖ **No student shall use any personal device or school device to record (video or audio) on the school campus without prior permission from a classroom teacher or administrator.**

### **TECH SUPPORT**

- ❖ Students who have technical issues with their technology tool need to take care of this issue by working with the user's manual that came with the device outside of the classroom. It is the responsibility of the student to bring their device to school charged and in working condition.

### **LIABILITY**

- ❖ Although the student and parent are responsible and liable for the safety, protection, and security of the electronic device, student users of personally-owned devices are expected to alert school staff immediately regarding safety and security concerns. Neither IUSD nor Plaza Vista will be held accountable for any harm or damages that result from the use of personally-owned devices whether it is a mistake, negligence, or the willful violation of this agreement. Locking facilities will not be provided by Plaza Vista or by any staff member. The student or parent may wish to consider the investment in the electronic reading device before sending it to campus where it may end up in an unsecure situation.

### **CONSEQUENCES**

- ❖ Any student who does not follow above guidelines and school rules will have their technology privileges suspended and other consequences as deemed appropriate.

### **Nondiscrimination Statement**

The Irvine Unified School District is committed to equal opportunity for all individuals in education. District programs and activities including membership in student clubs shall be free from discrimination based on race, color, ancestry, nationality, ethnic group identification, immigration status, age, religion, actual or potential parental, family, or marital status, or the exclusion of any person because of pregnancy or related conditions, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The District does not discriminate in enrollment in or access to any of the activities and programs available. Admission to these programs is based on age appropriateness, class space, interest, aptitude, and prerequisite coursework where applicable. The lack of English skills shall not be a barrier to admission to or participation in the District's activities and programs. The Irvine Unified School District also does not discriminate in its hiring or employment practices.\*

\*The full Nondiscrimination statement can be found at [iusd.org](http://iusd.org) and Board Policy 5145.5