

# Marina Village Middle School

## Student/Parent Handbook

### 2018 - 2019



Welcome to Marina Village Middle School! We are excited to begin another school year full of academic, extracurricular, and co-curricular opportunities for our sixth, seventh, and eighth graders. Student safety and success is our highest priority, and we are committed to working with families to help all students have a great year. We continue our school-wide theme of 'Ohana, a Hawaiian word meaning "family", with an emphasis on our sense of community and support for one another. Our students and staff have embraced the 'Ohana spirit that makes our school a great place to spend each day!

We ask all parents/guardians to review this handbook with your child to ensure you have an accurate and complete understanding of our programs, procedures, and expectations here at Marina Village. If you have any questions or concerns regarding this handbook, please contact our school office. Again, we welcome you to the Marina Village Middle School family and look forward to a fantastic 2018-2019 school year!

**Levi Cambridge, Principal**

**Samantha Schlesinger, Assistant Principal**

**Rescue Union School District Mission Statement:** The Rescue Union School District, working cooperatively with parents and community, will educate all students to their highest potential, preparing them to understand and appreciate the past, adapt to the ever-changing present, and make responsible decisions for the future.

**Marina Village Middle School Mission Statement:** Marina Village Middle School will provide a comprehensive and academically challenging education for all students. We will maintain a safe and positive environment that promotes respect and responsibility. Marina Village Middle School is committed to cooperation, support, and involvement among school, families, and community.

***"BE RESPECTFUL, BE RESPONSIBLE, and BE SAFE!"***

**Marina Village Middle School • 1901 Francisco Drive • El Dorado Hills, California 95762**

**(916) 933-3993 • Fax (916) 933-3995**

**School Attendance Office (24 hours per day) (916) 933-3993 x6504**

**[www.marinamustangs.com](http://www.marinamustangs.com) • [www.rescueusd.org](http://www.rescueusd.org)**



# RESCUE UNION SCHOOL DISTRICT

2018-2019 School Calendar

Board Approved 4/10/18

"Educating for the Future, Together"



First Day/Last Day of Classes  
 Holiday  
 Minimum Day  
 Early Release Staff Dev/ Collaboration  
 Staff Development (students do not attend)

**AUG '18**

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**SEP**

M	T	W	T	F
	3	4	5	6
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**OCT**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**NOV**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**DEC**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

7 **Staff Development Day**  
 (Students do not attend)  
 8 **Teacher Work Day**  
 (Students do not attend)  
 9 **FIRST DAY OF CLASSES**

3 **Labor Day**  
 4 **Staff Development Day**  
 (Students do not attend)  
 27-28 **Parent Teacher Conference**  
 (Minimum Day-Middle Schools)

2 **Teacher Prep. Report Cards**  
 (Minimum Day- All Schools)  
 2 **END FIRST TRIMESTER**  
 12 **Veterans Day (observed)**  
 9, 13-16 **Parent Teacher Conference**  
 (Minimum Day - Elem. Schools)  
 19-23 **Thanksgiving Break**

21 **Minimum Day-All Schools**  
 24 **Winter Break Begins**

17 **Teacher Prep. Report Cards**  
 (Minimum Day-All Schools)  
 24 **LAST DAY OF CLASSES**  
 (Minimum Day-All Schools)  
 24 **END THIRD TRIMESTER**  
 27 **Memorial Day**

**JAN '19**

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**FEB**

M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

**MAR**

M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**APR**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**MAY**

M	T	W	T	F
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

1 **New Year's Day**  
 4 **Winter Break Ends**  
 21 **Martin Luther King Jr. Day**

15 **Lincoln's Day (observed)**  
 18 **President's Day**  
 (Washington's Day observed)  
 22 **Teacher Prep. Report Cards**  
 (Minimum Day-All Schools)  
 22 **END SECOND TRIMESTER**

15-22 **Spring Break**

17 **Teacher Prep. Report Cards**  
 (Minimum Day-All Schools)  
 24 **LAST DAY OF CLASSES**  
 (Minimum Day-All Schools)  
 24 **END THIRD TRIMESTER**  
 27 **Memorial Day**

**Elementary Minimum Days (10)**

NOV	DEC	FEB	MAY
2, 9, 13-16	21	22	17, 24

Minimum Day Dismissal Grades 1-5 - 12:45

**Early Release Days**

Every Wednesday All Schools  
 Beginning August 15  
 Dismissal Grades K-5 - 2:00 p.m.  
 (Kindergarten starting Sept 17)  
 Dismissal Grades 6-8 - 1:05 p.m.

**Middle School Minimum Days (7)**

SEP	NOV	MAY	DEC
27, 28	2	17, 24	21

Minimum Day Dismissal Grades 6-8 - 11:40



# Marina Village Middle School

## 2018–2019 Bell Schedule

### Regular Day 6

1 <sup>st</sup> Period	7:50 AM – 8:40 AM
2 <sup>nd</sup> Period	8:44 AM – 9:34 AM
Break	9:34 AM – 9:44 AM
3 <sup>rd</sup> Period	9:48 AM – 10:38 AM
4 <sup>th</sup> Period – Lunch 1=	10:38 AM – 11:23 AM
5 <sup>th</sup> Period	11:27 AM – 12:17 PM
6 <sup>th</sup> Period	12:21 PM – 1:11 PM
7 <sup>th</sup> Period	1:15 PM – 2:05 PM

### Wednesday - Early Release 6

1st Period	7:50 AM - 8:31 AM
2nd Period	8:35 AM - 9:16 AM
Break	9:16 AM - 9:25 AM
3rd Period	9:29 AM - 10:10 AM
4th Period - Lunch	10:10 AM - 10:50 AM
5th Period	10:54 AM - 11:35 AM
6th Period	11:39 AM - 12:20 PM
7th Period	12:24 PM - 1:05 PM

### Regular Day 7

1 <sup>st</sup> Period	7:50 AM – 8:40 AM
2 <sup>nd</sup> Period	8:44 AM – 9:34 AM
Break	9:34 AM – 9:44 AM
3 <sup>rd</sup> Period	9:48 AM – 10:38 AM
4 <sup>th</sup> Period	10:42 AM – 11:32 AM
5 <sup>th</sup> Period – Lunch	11:32 AM – 12:17 PM
6 <sup>th</sup> Period	12:21 PM – 1:11 PM
7 <sup>th</sup> Period	1:15 PM – 2:05 PM

### Wednesday - Early Release 7

1st Period	7:50 AM - 8:31 AM
2nd Period	8:35 AM - 9:16 AM
Break	9:16 AM - 9:25 AM
3rd Period	9:29 AM - 10:10 AM
4th Period	10:14 AM - 10:55 AM
5th Period - Lunch	10:55 AM - 11:35 AM
6th Period	11:39 AM - 12:20 PM
7th Period	12:24 PM - 1:05 PM

### Regular Day 8

1 <sup>st</sup> Period	7:50 AM – 8:40 AM
2 <sup>nd</sup> Period	8:44 AM – 9:34 AM
Break	9:34 AM – 9:44 AM
3 <sup>rd</sup> Period	9:48 AM – 10:38 AM
4 <sup>th</sup> Period	10:42 AM – 11:32 AM
5 <sup>th</sup> Period	11:36 AM – 12:26 PM
6 <sup>th</sup> Period - Lunch	12:26 PM – 1:11 PM
7 <sup>th</sup> Period	1:15 PM – 2:05 PM

### Wednesday - Early Release 8

1st Period	7:50 AM - 8:31 AM
2nd Period	8:35 AM - 9:16 AM
Break	9:16 AM - 9:25 AM
3rd Period	9:29 AM - 10:10 AM
4th Period	10:14 AM - 10:55 AM
5th Period	10:59 AM - 11:40 AM
6th Period - Lunch	11:40 AM - 12:20 PM
7th Period	12:24 PM - 1:05 PM

### Minimum Day

1st Period	7:50 AM - 8:19 AM
2nd Period	8:23 AM – 8:52 AM
3 <sup>rd</sup> Period	8:56 AM – 9:25 AM
4th Period / Lunch 6	9:29 AM – 9:59 AM
5th Period / Lunch 7	10:03 AM - 10:33 AM
6th Period / Lunch 8	10:37 AM – 11:07 AM
7 <sup>th</sup> Period	11:11 AM – 11:40 PM

## TABLE OF CONTENTS

Academics.....	Page 4
After School Activities.....	Page 4
Attendance.....	Page 5
Cell Phones.....	Page 6
Discipline/Dress Code/Merit Program.....	Page 7
Emergencies.....	Page 10
HIP & ZAP.....	Page 11
Honor Society.....	Page 11
Library.....	Page 11
Lunch.....	Page 12
Medication.....	Page 12
Physical Education.....	Page 12
Promotion Ceremony.....	Page 13
Promotion/Retention Criteria.....	Page 13
Schedule Changes.....	Page 13
Student Recognition.....	Page 13
Telephone Use.....	Page 13
Vaccinations.....	Page 14
Visitors.....	Page 14
Withdrawals/Transfers.....	Page 14

**ACADEMICS**

We believe that academic honesty and personal integrity are fundamental components of every student’s education and character development. The RUSD Board of Education expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty. ALL work submitted must be the student’s own work. **ANY work copied from a book, the Internet, or another student that is not the original to the writer without acknowledging/citing said work as such by student and submitting said work for credit, is plagiarism. Copying and/or allowing copying of a fellow student’s work is cheating.** Students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty and integrity. Students found to have committed an act of academic dishonesty shall be subject to district and school discipline rules (BP 5131.9). Marina’s Academic Integrity Policy is a three-year policy and infractions result in incremental discipline consequences.

- 1<sup>st</sup> Incident – Student fails assignment, receives one detention, loss of five merits, and teacher contacts parent
- 2<sup>nd</sup> Incident – Student fails assignment, receives two detentions or Saturday School, loss of five merits, and administrator contacts parent
- 3<sup>rd</sup> Incident – Student fails assignment, receives a suspension, loss of ten merits, and administration will schedule an SST meeting with parental attendance required.

**Grade Checks:** Parents and students are encouraged to monitor student progress in classes through the JupiterGrades website ([www.jupitergrades.com](http://www.jupitergrades.com)). Directions and log-in information are sent home at the start of the school year through each student’s English class. Teachers will provide class requirements and grading procedures to their students. **Official report cards can be viewed on the Aeries.net Parent Portal located on the Rescue Union School District website, Marina Village’s school website or at <https://aeries.rescueusd.org/rusdportal/LoginParent.aspx>**

Grade Reporting Schedule	Progress Report	Report Card
Trimester 1	09/28/2018	11/09/2018
Trimester 2	01/11/2019	03/01/2019
Trimester 3	04/12/2019	05/24/2019

**Honor Roll:** Each trimester, students who achieve a **3.5 – 3.9 GPA** in all subjects will be recognized as Honor Roll students. Principal’s Honor Roll recognition is given for students achieving a **4.0** (“Straight A’s”) grade point average.

**Student Planners:** The school provides each student with a planner at the beginning of the school year to help students organize their time and assignments. Students are to record assignments, make reminders, and keep track of events using the planner. We strongly encourage parents to review their student’s planner and help them to effectively use this valuable tool. Replacement planners cost \$5.

**Student Success Team (S.S.T.):** The Student Success Team is available for students who are not experiencing academic success. There are prerequisites for a parent requesting an SST meeting. SST meetings are not substitutes for parent/teacher conferences. If you answer no to any of the following questions, please contact your student’s teacher(s) as a first step in supporting student success. All criteria below **MUST** be satisfied before an SST will be scheduled:

- Has your child participated in an intervention program for at least 6-8 weeks? (HIP, Tutorials, etc.)
- Does your child have D’s or F’s on a progress or trimester report card?
- Have you met with each of your child’s teachers to express your concerns?
- Are you using Jupiter Grades to monitor your child’s work and academic progress?

**AFTER SCHOOL ACTIVITIES**

Students are invited to participate in a wide variety of after-school enrichment classes, clubs, activities, and programs. Times and dates will be published in the weekly Sunday announcements, student bulletins, and on the school website. Parents need to arrange transportation home for their student immediately following the activity. Students who are waiting for a ride from an after-school activity must wait in front of the school and are expected to act responsibly, showing respect for others and school property. Students who have habitual problems being picked up in a timely manner may not be allowed to continue to participate in after school activities, including dances.

**Extracurricular and Co-curricular Activities** (RUSD BP 6145): Extracurricular and co-curricular activities may include, but are not limited to clubs, enrichment classes, dances, and field trips. In order to be eligible to participate in extracurricular and co-curricular activities, a student must have a minimum grade point average of “C” (2.0) with no “F’s” during the preceding trimester. Eligibility will be determined and enforced at progress report and trimester grade reporting periods. The activity advisor and/or administration at their discretion may require additional progress reports. In addition, to maintain eligibility students must have at least 80 merits per trimester and all financial obligations must be met (e.g.

library/textbook fines). Students must attend school for at least four periods or 4 hours on the day of the activity to be eligible to participate.

**Athletics:** The school offers a full range of athletic opportunities after school. Students of all grade levels are eligible to participate in cross-country, volleyball, basketball, track and wrestling. Students are not required to try out for cross-country, track or wrestling. Teams compete against other middle schools from within the Foothill Athletic League. In order to be eligible to participate in the sports program, a student must have:

1. A minimum grade point average of "C" (2.0) with no "F's" during the preceding trimester
2. No suspensions during the trimester of participation
3. 80 merits for the trimester
4. No outstanding financial obligations (e.g. library/textbook fines)

Members of sports teams at school are expected to act as exemplary citizens of the school and community. They are ambassadors for the school when competing with and visiting other schools and are expected to act as such. They are also to be exemplary in their efforts in P.E. class by demonstrating good sportsmanship, a cooperative attitude with teachers, and always giving 100% effort in class activities. The following are basic athletics guidelines for our students:

1. Students must have a completed Athletic Packet (including a doctor-signed physical form) signed by a parent/guardian to try-out or participate. Athletic Packets are available on the school website at <http://www.marinamustangs.com/>
2. Students must maintain a 2.0 GPA during the sports season. Coaches may require athletes to circulate grade checks and submit them directly to the athletic director. If at any time during the playing season a student's grades drop below the 2.0 GPA, he/she will be put on probation for two weeks to fulfill this academic requirement. During the two-week probation period, the coach has the discretion to allow the student to compete in contests or have him/her sit on the bench. If the student's grades do not meet the 2.0 GPA by the end of the two-week probation period he/she will be removed from the team.
3. Students must attend school for at least four periods or 4 hours on a game day or on Friday preceding a Saturday competition.

#### **ATTENDANCE**

If a student is absent from school, the reason for the **absence must be reported by calling or emailing the school office by 8:15 am** on the day of the absence. Parents/guardians should be prepared to provide their student's name, date of the absence, the reason for the absence and relationship of the person reporting the absence (e.g. mom, dad, grandma). **The attendance line is available 24 hours a day at (916) 933-3993 ext. 6504.** If verification of a student absence due to illness has not occurred within three school days, the unverified absence will be recorded as unexcused. Per state education code, after three days, an unexcused absence cannot be changed. If a student is absent 3 or more consecutive days a doctor's note is required.

Excessive absences (more than 14 total days) due to illness must be verified by a physician (RUSD board policy 5113). Excessive excused and/or unexcused absences will result in a referral to the School Attendance Review Board (SARB). The following are the only legal excuses that will be accepted by the office for absences or tardies as outlined in Education Code 48205: 1) Personal illness; 2) Quarantine under the direction of the county or city health officer; 3) Medical, dental, optometric or chiropractic appointments, court appearance; 4) Attendance at funeral services; or 5) Participation in religious exercises or to receive moral and religious instruction in accordance with district policy. In such instances, the student shall attend at least the minimum school day (180 minutes). The student shall be excused for this purpose on no more than four days per school month. Parents/guardians may seek approval from the principal or designee for an excused absence for their student when requested in advance with a signed, written note for the following reasons: 1) Appearance in court; 2) Observation of a holiday or ceremony of his/her religion; 3) Attendance at religious retreats for no more than four hours during a trimester. **NOTE: Family vacations are unexcused absences unless an Independent Study contract is granted (See Independent Study).**

**Independent Study:** Parents who foresee their student being absent for five or more school days may request an Independent Study Contract in the office **at least 5 school days prior to the first day of absence** to prevent loss of learning time. To receive full credit for missed assignments, the Independent Study Contract **must be completed and returned to each teacher the day the student returns to school.**

**Early Checkouts:** Please arrange for medical and dentist appointments after school hours. Early checkouts from school cause a disruption to the instructional program. If checking your child out early is unavoidable, please come to the office to sign your child out. At that time, your child will be called to the office. Parents/guardians should be prepared to show valid identification as an authorized adult when signing students out. **Per district policy, only a parent/guardian or a person listed on a student's emergency release card may sign a student out of school.** Upon return, the student must sign-in in the office.

**Make-Up Work due to Absence:** It is the student's responsibility to check Jupiter grades and/or request make-up work from teachers due to absence.

- Students have one day per day of absence to complete make-up work for **excused absences** only.
- Students who miss school work because of **unexcused absences** may be given the opportunity to make up missed work for full or reduced credit. (BP 6154).
- Students will be given the opportunity to make up schoolwork missed because of a **suspension** and shall receive full credit if the work is turned in upon return from the suspension.

**Tardy to School:** Students must be in their seats in the classroom when the bell rings. A student arriving late must obtain a tardy slip in the office before going to class. Students should bring a note stating the reason for the tardy. Any student who has an unexcused tardy in excess of 30 minutes will be considered truant and receive a truant tardy. **Tardies to 2<sup>nd</sup>-7<sup>th</sup> period classes are not acceptable. Students may be subject to merit loss and detention assignment in accordance with class rules.**

**Truancy:** Students with 3 unexcused absences/tardies in excess of 30 minutes (Ed Code Section 48260.5) during the school year will receive a truancy letter from the school. Students with 5 unexcused absences/tardies in excess of 30 minutes (Ed Code Sections 48264.5) during the school year are classified as a habitual truant and will receive a second truancy letter to hold a conference that may result in a referral to the El Dorado County School Attendance Review Board (SARB).

**Home Hospital Instruction (HHI)** is a limited program available to students who are temporarily disabled (2-8 weeks) by a serious injury or illness that results in absence from school for more than two consecutive weeks. Required authorization forms (Parent Authorization, Medical Verification and Authorization for Exchange of Information) must be on file before program eligibility can be determined and HHI may begin. When approved by school administration, a certificated teacher will be assigned.

### **BICYCLES/SCOOTERS/SKATEBOARDS**

All students riding bicycles, scooters, or skateboards to and from school must observe the following rules:

1. Students must wear a helmet when riding to and from school (CA Vehicle Code 21212).
2. Students must walk their bikes/scooters/skateboards on campus at all times.
3. Bicycles/scooters must be placed in the bike racks provided near the office and must be locked each day. Skateboards must be stored in a classroom with teacher permission.

### **CELL PHONES**

Must be turned off and stored away during school hours (bell to bell) unless otherwise directed by a staff member. Violations of the cell phone policy may result in merit loss, detention, and/or suspension.

1. During the school day, students are allowed to use personal electronic devices ONLY for educational purposes AND when under a teachers' supervision.
2. During the school day, students are NOT allowed to use wired or wireless earbuds or similar devices, which are connected to a cell phone
3. During the school day, students SHALL NOT use a cell phone to call , text, or email home due to an illness or other personal matter. If a student is ill, they must come into the office and use the phone at the nurse's station. If there is a true emergency, the student should come to the office and speak to the office personnel to use the phone.
4. Cell phones SHALL NOT be used for videos or pictures while on campus without permission from those being filmed, AND administration/teacher.

### **CLOSED CAMPUS**

Marina Village maintains a closed campus. Permission for a student to leave the school grounds during the school day may be granted when the following criteria is met: A parent, guardian, or authorized adult listed on the emergency card (with signed, written permission from the parent) may sign their student out. Please be prepared to show picture ID to sign out your student. Students may not bring friends or relatives to class or lunch with them. Students are not allowed to walk home from school during school hours.

### **CONCERNS/COMPLAINTS**

We encourage the resolution of concerns and complaints early and informally whenever possible. **Parents should direct academic concerns to their student's teacher(s).** If a problem remains unresolved, the individual should contact school administration. Parent concerns about school-related matters involving other students should be addressed through the school office, not through direct communication or confrontation with other students (or parents) on school grounds. Private (non-school) concerns should be addressed through appropriate private communication with other families.

## **COUNSELING DEPARTMENT**

Requests for counselor assistance can be made by students, parents, and staff members by **contacting the school counselor at (916) 933-3993 ext. 6545 or mharp@rescueusd.org**

## **DISCIPLINE**

Our goal is to provide a respectful, responsible, and safe learning environment that encourages students to make positive, healthy choices that include adherence to school rules. Positive behavior is recognized through our Student Recognition Program. A student who chooses not to adhere to the rules will be subject to disciplinary consequences. Behavior is considered appropriate when students are diligent in study, careful with school property, and courteous and respectful toward their teachers, other staff, other students, and volunteers. Our commitment is to provide a safe environment to encourage our students to learn.

### **General School Rules**

- Walking is required in all areas. Students need to remain in designated areas and refrain from walking in planted/landscaped areas
- Stay to the right side while on walkways to allow other students the ability to pass safely.
- Throwing objects is not allowed.
- Possession of sharp/dangerous objects and aerosol cans are prohibited.
- Classroom equipment is to be used only under the supervision of the instructor.
- Students walking to and from school are to use sidewalks and are required to follow basic safety rules when crossing streets, in the parking lot, and when near the school buses.
- Students must walk their bikes/scooters/skateboards on campus at all times.
- Students are not allowed to bring/use personal sports equipment at school. Sports and play equipment is furnished by the school.
- Students may possess cell phones on campus for use before and after school, and for educational purposes as directed by teachers. **No cell phone, camera, or other electronic listening/recording device may be used on school grounds without teacher or administrator permission.** The school is not responsible for lost or stolen devices.
- Place garbage in trash cans.
- Follow the directions of all staff members.
- Carry a travel document (hall pass) when traveling during class time.
- Enter and exit classrooms with teacher permission only; remain in your designated PE area until dismissed by your teacher.

### **General Inappropriate/Unacceptable Student Conduct**

- Tardiness and unexcused absence from school
- Chewing gum
- Horseplay/rough-housing
- Profane, vulgar or abusive language
- Inappropriate dress
- Behavior that disrupts the classroom or school environment
- Unsafe behavior that endangers self, other students and/or staff
- Bullying or harassment of other students or staff
- Plagiarism or dishonesty in school work or on tests – See school website <http://www.marinamustangs.com/>
- Damage to or theft of property belonging to the district, staff or other students
- Possession, use or sale of alcohol, tobacco or other drugs
- Public display of affection
- Failure to remain on school premises in accordance with school rules (BP 5131a, b)
- Inappropriate reference to drugs, alcohol, weapons, violence, or sexually explicit material

**Dress Code:** (RUSD BP 5132): The appropriateness of clothing in question as per this dress code will be left to the discretion of the school administration. The school administration recognizes that fashion trends may pose challenges for students in finding appropriate clothing; however, it is important to maintain a proper learning environment. Parents/guardians and students are requested to take the proper steps to ensure their clothing meets the standards of the dress code. The appropriateness of clothing will be determined by the way the clothes fit as the student participates in the regular activities of the school day (e.g. walking, sitting, standing, or moving). Inappropriately dressed students will be sent to the office with



a discipline referral to change inappropriate clothing with office clothes. (Once a dress code violation has been identified, the student cannot “cover up” the violation with a sweatshirt, jacket, etc.; they must change the clothes in violation of dress code.)

Dress code is enforced at all school sponsored activities including dances, field trips, etc. **Violation of the dress code will result in a Discipline Referral and the loss of 5 merits for each offense. Repeated violations will result in further disciplinary action.**

The following dress code guidelines apply to all regular school activities:

1. Extreme or inappropriate make-up, hair color, or hair style resulting in a disruption of instructional activities is not acceptable. Hair that impairs vision or eye contact is not appropriate.
2. Shoes must be worn at all times.
3. Clothing, jewelry, and personal items shall be free of writing, pictures, or other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic, or religious prejudice or promote the use of drugs, alcohol, tobacco, weapons, or violence.
4. All clothing shall be appropriate for school. Garments shall conceal undergarments at all times.
  - Skirt and dress hems at least midway down the thigh towards knee. If there is a slit in the skirt, the top of the slit is considered to be the hem of the garment. Shorts must have a minimum 3-inch inseam.
  - Bandeaux are considered bras and must not be visible
  - Pants should be worn at or above the hip with no under garments showing.
  - No revealing clothing may be worn including low-cut (no cleavage) tops, bare midriff, strapless, halter tops, see through, and garments with excessive holes or fraying. Tank top straps must be at least 1” wide.
  - No gang affiliated attire, including bandanas, may be worn. Swim/beachwear may not be worn.
  - Pajamas, sleepwear, slippers, or other bedtime clothes are not allowed unless a Spirit Day activity is approved.
  - Chains, and or jewelry with protrusions/sharp edges are not allowed.
5. Hats, caps, hoods, and other head covering shall not be worn indoors. California Public Schools are required to allow students and staff to wear hats or other protective sun-wear outdoors during the school day. “Hats or other protective sun wear” means hats and/or other clothing that protects the student’s skin from exposure to the sun. Included in this category are baseball caps and visors. Bandanas, beanies, stocking caps, or similar items are not included in the sun-wear category. Students may only wear hats when they are outside. If a P.E. activity is in the gym or classroom, students may not wear hats. Hats must be worn in the correct manner (not backward or sideways) for sun protection. Hat policy violations will result in a loss of 5 merits and confiscation of hat. Parents are required to pick up hats in the office.

**Discipline/Merit Program:** Marina Village utilizes a merit system to monitor behavior of students. Each student is given 100 merits to begin each trimester. Merits will be deducted for unacceptable behavior. All students must have a minimum of 80 merits each trimester to participate in extracurricular and co-curricular activities, such as dances or sports. **A minimum number of 275 total merits are required for 8<sup>th</sup> grade students to attend the end of year activities (Sunsplash and 8<sup>th</sup> Grade Dance). Students will avoid suspension for any reason during the 3<sup>rd</sup> Trimester. If suspended, the student will not be permitted to attend SunSplash and the dance.**

**Merit Recovery:** Students have the opportunity to earn back lost merits each trimester through completion of 1 hour of community service per 5 merits lost. Students may only complete 1 merit recovery each trimester (5 merits or 10 merits). **Merits must be recovered in the same trimester during which they were lost.** All merit recovery is voluntary and must be completed in order to regain privileges. Merit Recovery forms are available through the school website <http://www.marinamustangs.com/> and in the school office and must be completed/returned to the office by the due dates listed on the form.

**Referrals:** Students will be issued Discipline Referrals for inappropriate conduct. Students who receive will be subject to progressive disciplinary consequences. Merit loss, after-school detention(s), lunch-time detention(s), class/in-house suspensions, and home suspensions are possible consequences for behavior infractions. If a student does not attend an assigned detention, two detentions will be assigned. If either of these two detentions is missed, suspension may occur. (Exceptions to a Detention “no-show” are if a student is absent on the day of the assigned detention or if a parent requests rescheduling prior to the assigned day of the detention. For these exceptions, students will simply be reassigned a make-up detention.) **Students who lose 25 merits in a trimester will be subject to a conference with their parent/guardian and an administrator to discuss subsequent alternative consequences.**

**Student Rights:** At Marina Village we strive to model respect for all students and support their rights. In respecting those rights, students will always be given the opportunity to present their perspective in situations regarding potential misbehavior. In addition, multiple sources of information will be sought and taken into consideration as part of the investigation process.

**Diversity and Racism:** Recognizing and valuing diversity creates a school environment that is welcoming and productive. The California Education Code states: "All pupils have the right to participate fully in the educational process, free from discrimination and harassment. Harassment on school grounds directed at an individual on the basis of personal characteristics or status creates a hostile environment and jeopardizes equal educational opportunity as guaranteed by the California Constitution and the United States Constitution (Ed Code 201)." Harassment based on personal characteristics or status will be viewed as significant and will be addressed with appropriate and significant disciplinary action.

At Marina Village, we appreciate diversity and make every effort to guarantee the rights, safety and learning opportunities of all students. In working to accomplish our goal of establishing a bias-free environment, the Marina Village staff and administration will uphold the Education Code as it states: "There is an urgent need to prevent and respond to acts of hate violence and bias-related incidents that are occurring at an increasing rate in California's public schools. California's public schools have an affirmative obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity (Ed Code 201)." Any act of racism or discrimination will be viewed as significant and will be addressed with appropriate and significant disciplinary action.

**Respect for Staff:** It is the job of all staff on campus to ensure that all students are safe and have the opportunity to learn. In order to carry out the duties of their job, it is important for all staff members to be treated with respect. This means students are expected to act and speak in a manner that recognizes the staff's authority in the classroom, on the school campus and at school related events. All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools (Ed Code 48908).

Students are to respond courteously to the direction of staff members even if they are in disagreement with the direction being given. If a student has questions or concerns about the direction(s) they are being given by staff, the student is still expected to comply with the directions, unless it is illegal or unethical. Then, at an appropriate time, the student should talk individually with the staff member to explain his or her concerns regarding the direction given. Students who demonstrate disrespectful behavior toward staff members will be subject to appropriate discipline.

**Bullying/Harassment:** Students have the right to be free from threats, intimidation, inappropriate teasing and name-calling that create an intimidating and/or hostile school environment. Bullying/Harassment can have significant effects on students and can lead to even more serious retaliatory behaviors. We are committed to maintaining a school environment that is free from bullying and harassment. **Since harassment and bullying often occurs when adults are not present, it is important for students who are victims or bystanders to report these incidences to teachers, yard supervisors, administration, or other school personnel immediately.** The school administration takes all reports of bullying, harassment and retaliation seriously and will respond with appropriate and significant disciplinary action (Ed Code 48900, BP 5131).

**Bullying/Cyberbullying:** Bullying is repeated exposure over time to negative aggressive actions. Bullying can take many forms including physical, verbal, psychological, relational, or cyberbullying. Cyberbullying is bullying using electronic information or communications (text or images) to humiliate, harass, tease, intimidate, threaten, or slander one or more students. Any student engaged in the act of cyberbullying which has a negative impact on the victim's academic performance, or creates an intimidating, hostile, or offensive educational environment, will be subject to school discipline. Cyberbullying through the use of any school district owned, operated, and supervised technologies is prohibited. Administration or designee may report allegations of cyberbullying to law enforcement authorities.

**Harassment/Sexual Harassment:** Harassment is one or more specific, unrelenting and unwanted acts that are related to race, gender, sexual orientation, disability, etc., and create a hostile educational environment. Harassment can occur even if the behavior is not directed at the individual who feels harassed. Sexual harassment of any student by another student, an employee, or other person at school or at a school-sponsored or school-related activity is prohibited. Any student who engages in sexual harassment of anyone at school or a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action (BP 5145.7). Sexually harassing behaviors that will not be tolerated include, but are not limited to unwelcome sexual flirtations, contact, rumors, jokes, stories, drawings, pictures, gestures, threats, verbal abuse, comments or sexually degrading descriptions. Students may not bring to school or have in their possession any material depicting or describing indecency, obscenity or sexual behavior.

**Violence:** A safe environment is essential if students are to be focused and ready to take advantage of the learning experiences on campus. Part of a safe environment includes feeling unthreatened by the use of force or violence by others on campus. Students who are involved in the use of physical force or violence on another person on campus will be addressed with appropriate, significant disciplinary actions.

**Weapons and Dangerous Objects:** The Governing Board desires students at school to be free from the fear and danger presented by firearms and other weapons. The Board therefore prohibits students from possessing weapons, replicas of weapons, or dangerous instruments of any kind in school buildings, on school grounds or buses, or at any school-related or school-sponsored activity away from school. (Exception: Students who create historical replicas of a weapon for a classroom assignment; arrangements must be made to store item in the office or classroom.) Any school employee may confiscate any weapon, dangerous instrument, or replica from any person on school grounds under the power granted by the Board to maintain order and discipline in the schools and to protect the safety of students, staff, and the public (BP 5131.7a).

**Drugs: No Tolerance Policy:** Rescue District maintains a No Tolerance policy with regard to student use, possession, distribution, sale or being under the influence of alcohol, illegal drugs, controlled substances, “look-alike” drugs, steroids or possessing drug paraphernalia including Vape pens (Or similar devices), and lighters on the school premise or at any school function (home or away). School officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items (BP 5145.12). Any student found in violation will be immediately suspended, possibly issued a citation by law enforcement and may be recommended for expulsion. (Please see Grounds for Suspension or Expulsion).

**Suspension from Class by a Teacher:** A teacher may suspend a student from class for any of the acts enumerated in the discipline guidelines (Ed Codes 48900 and 48900.2). The student is expected to do school work in the office or dedicated location during the class suspension. The teacher will inform the parent/guardian of the class suspension. Parental attendance may be required on the day the student returns to class or within one week thereafter (BP 5144.1b, Ed Code 48900.1). Students who are repeatedly suspended from class may be subject to home suspension. (cf. Labor Code 230.7): “Current law enables parents/guardians to be absent from work without endangering their employment status in order to attend a portion of their student’s school day at a teacher’s request. Besides furthering improved classroom behavior, such attendance can promote positive parent-student interactions.”

**Suspension/Expulsion (Ed Code Section 48900)**

If a student is suspended from school, he/she will lose the right to attend school and school activities. During the suspension period the student may not be on any school campus in the district for any reason. School suspension will result in the loss of merits as determined by administration. A student may be suspended or expelled:

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

Reasons for suspension and expulsion are outlined in Ed Code Section 48900, et seq.

**Enforcement of the Discipline Plan:** When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student’s behavior. Staff shall enforce disciplinary rules fairly, consistently and without discrimination (BP 5144a).

**Appeal Process for Disciplinary Actions:** This process applies to disciplinary actions other than suspension or expulsion. (Appeal for either suspension or expulsion is outlined in board policy). If a student chooses to appeal a disciplinary action, these are the procedures to follow. This process must begin within one week of receiving a disciplinary action.

1. Student discusses the action with the teacher or other staff member who issued the disciplinary action.
2. If the student’s appeal is denied, the student may request a parent discuss the disciplinary action with the teacher or staff member who issued it.
3. If the parent’s appeal is denied, the parent may request a meeting with the teacher or staff member and an administrator.
4. If an administrator denies the parent’s appeal, they may request a meeting with the superintendent.

**EMERGENCIES**

In the event of an actual emergency or lockdown, we will be keeping you updated in multiple ways including but not limited to recorded phone messages, text messages, emails and the posting of updates on school and district webpages. **Please understand that calling or going to the school during an emergency may put you and/or others at risk and could potentially hinder emergency personnel.** Should an emergency occur, we will provide you with directions regarding the reunification process as soon as emergency personnel deems it appropriate.

**ANAPHYLACTIC REACTION**

California Education Code 49414 authorizes Rescue Union School District to provide epinephrine auto-injectors to trained personnel to use to provide emergency medical aid to persons suffering from an anaphylactic reaction.

## **ELECTRONIC DEVICES**

Marina Village is a Bring Your Own Device and Google Apps for Education school. Students are allowed to use personal electronic devices under teachers' supervision during the school day for educational purposes. BYOD and Google permission forms can be found on the school's website and must be completed before student use.

## **HIP & ZAP**

**HIP (Homework Is a Priority)** – This program is an opportunity for students to catch up on work, complete missing assignments, or receive extra help from a teacher. During each 12-week trimester, students are allowed to attend HIP on any Tuesday, Wednesday or Thursday, after school, from 2:15 - 3:15. Attending HIP is a student's choice.

**ZAP (Zeros Are Prohibited)** - Students are enrolled in ZAP when a D- or lower is earned in a core class (Math, English, Social Studies, or Science). ZAP is intended to provide students the opportunity to make up, repeat, or correct work in order to raise a failing grade and is not for the purpose of completing current assignments. If a student is assigned to ZAP and cannot attend, a parent or guardian must call or email the school counselor in advance. Teachers are present to assist all students. Students are allowed to attend ZAP for a maximum of 3-weeks during any trimester.

## **HONOR SOCIETY**

To be eligible for selection to the Junior Honor Society, a 7<sup>th</sup> or 8<sup>th</sup> grade student must have achieved a cumulative grade point average of 3.5 (on a 4.0 scale) for no fewer than 2 trimesters of their 6<sup>th</sup> or 7<sup>th</sup> grade year without any grades below C-. The advisor and executive board will also evaluate students for leadership, service, character and citizenship. Applications will be available at an informational meeting to be held in March. Students are responsible for meeting all deadlines related to the application process.

## **LIBRARY**

The Marina Village library is an area of the school where students have the opportunity to be effective users of information for both research and personal enrichment. Students are encouraged to be active learners in the library while remembering to maintain an atmosphere of mutual respect and courtesy for all in order to maximize time. The library will be open daily from 7:15-3:45. Lunch/break closure will be posted.

**Library/Textbooks:** Students are allowed to borrow up to 2 books at a time for a period of ten school days. Materials may be renewed as necessary unless requested by another student. It is preferred that every student have their student I.D. card at all times when checking out books. All reference materials are restricted to use in the library and may not be checked out. Periodicals are for library use but may be checked out overnight if needed for class assignment. Students are encouraged to return materials as soon as they have finished using them. This permits these resources to be used by several students during the course of the year.

1. Textbooks are only checked out with a current lending policy agreement form signed by student and parent/guardian.
2. Students are to protect all textbooks and library books from damage. It is advised not to store liquids in your backpack with your books. Students will be responsible for text and library books damaged by liquids, food, gum, dirt, torn pages, damaged covers and graffiti.
3. Students may not write, underline or highlight in textbooks, including novels.
4. If textbooks or library books are lost or damaged in any way, students will pay all costs before a new textbook will be issued.

All students are responsible for books checked out in their name and will be assessed a fine of 10 cents per day/per book up to the replacement cost of the book including shipping fees. For any book lost or damaged, a bill will be generated for a replacement cost; one copy will be given to the student and one will be sent home to parents. Students who fail to return borrowed books or pay fines may lose future borrowing privileges and the opportunity to participate in extra-curricular activities that include athletic events, dances, field trips, assemblies, and end-of-year activities including the promotion ceremony. Yearbooks are held until all library obligations are cleared

## **LOST AND FOUND**

Students who find clothing or items that don't belong to them should place them in the "Lost and Found" located in a large box in the lobby of the gym. If smaller items or something of greater value (e.g. watch, wallet, glasses, or jewelry) are found, they should be turned in to the office. Students who have lost or misplaced items should periodically check the "Lost and Found" or the office.

## **LUNCH**

Online information and prepayment to your child's lunch account can be found on the district's website at <http://www.rescueusd.org/> under Department - Food Services tab. To ensure students' safety and wellbeing, yard

supervisors monitor the lunch area and their instructions are to be followed by all students. Students who do not follow the lunch area rules or the instructions of the yard supervisors will receive appropriate disciplinary consequences. Reduced price meal applications are available in the office or on the district's website for those who are eligible.

### **Lunchtime Guidelines**

- **Parents and other visitors must check in at the school office and wear a visitor's badge before going to the lunch area; student lunches are to be brought to the school office and will be delivered to the student during his/her lunch period by school personnel**
- Students are to clean up after themselves when they are finished eating and follow recycling guidelines
- Food and drinks are to be consumed only in the designated eating areas; Students are to stay within the designated boundaries of the lunch areas
- Sodas and caffeinated beverages, including energy drinks, are not allowed at school
- No glass containers of any kind are allowed during lunch or any other time during the school day
- Students are not to sit on the tops of the picnic tables or railings
- Running and athletic play should only take place on the courts or fields; Students participating in games must show good sportsmanship and work cooperatively with other students. Students who habitually argue during a game will be removed from the game and possibly from future games; all equipment checked out must be returned by the end of the lunch period
- Restrooms are NOT to be used as gathering places. Inappropriate use will result in disciplinary action.
- Students are to comply with all directions given by lunch duty supervisors. Rule infractions may result in merit loss and/or lunch area clean-up as determined by the yard supervisors

### **MEDICATION AT SCHOOL (Ed Code 49423, 11753.1)**

- Written authorization by the healthcare provider and the parent/guardian is required for students to take medication at school. For your convenience, the Rescue District "Medication at School" form is available on the District website and is also at all the school sites.
- Medication includes prescription and over-the-counter remedies, nutritional supplements, and herbal remedies.
- All medication must be brought to the school in the original container or prescription bottle.
- An adult must bring the medication directly to the school office. Medication may not be transported by a student or be in the student's possession while at school. The only exception is emergency medication that the healthcare provider has authorized the student to carry.
- Written authorization by the healthcare provider and the parent/guardian is required each school year or if the medication or dosage changes during the school year.

### **NON-DISCRIMINATION DISTRICT POLICY**

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

### **PERSONAL PROPERTY**

The school will not be responsible for items that are stolen, lost or damaged. Students are asked to leave items that are valuable or special at home. Students should never bring large sums of money to school. Students should NOT leave backpacks, wallets or purses unattended. To reduce classroom disruptions, birthday and other celebratory should not be brought to school. Sports equipment including balls shall not be brought from home. NO FIDGET CUBES, FIDGET SPINNERS OR OTHER ITEMS MAY BE USED WITHOUT EXPLICIT PERMISSION.

### **PHYSICAL EDUCATION**

Our Physical Education goal is to offer a variety of activities throughout the year with an emphasis on health and physical fitness. The Physical Education program is structured to meet the needs and interests of all students while following California State Content Standards. Our instructors teach the basic skills and rules of the major sports including, but not limited to basketball, football, soccer, softball, badminton, paddleball, frisbee golf, and volleyball. The curriculum is supplemented with additional activities such as dance, handball, track, step aerobics and physical fitness. Students may be excused from Physical Education activities for a maximum of 3 days with a note from the parent. A medical note from a doctor will be honored for the duration of the period stated by a licensed physician. All notes must be sent to the office; a copy will be given to the P.E. teacher.

## **PROMOTION CEREMONY**

To receive a promotion certificate, a student must have completed the prescribed course of study and meet district promotion criteria (Board policy 6146.5). In order to participate in the promotion activities, students must meet academic, attendance, and behavioral criteria and have all fines and fees paid. Distinguished Scholars: Students who earn a 4.0 GPA for all nine trimesters of 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade will be recognized. If a student chooses not to participate in the promotion ceremony, he/she may pick up the promotion certificate in the school office the week after the school year ends.

**Promotion Activities:** Students must meet merit and attendance requirements, and all debts, book loss, equipment damage, etc. must be cleared prior to the promotion activities in order to participate. Students with serious disciplinary concerns may not be eligible to participate in the ceremony.

## **PROMOTION/RETENTION CRITERIA** (Board policy 5123)

Students shall be identified for retention on the basis of multiple measures. The following indicators of academic achievement shall be used:

1. Number of failing grades
2. Classroom evidence, student work, and teacher input
3. Performance on curriculum embedded assessments and teacher developed assessments
4. The student's social and emotional growth, and chronological age

When a student is recommended for retention or is identified as being at risk for retention, opportunities for intervention will be recommended to assist the student in overcoming his/her academic deficiencies. Such opportunities include tutorial programs, organization and time management coaching, and before and after-school programs. An academic contract may be established to assist a student in reaching their educational goals.

## **RECYCLING PROGRAM**

The Rescue Union School District is committed to promoting environmentally responsible practices at all schools. School sites maintain ongoing recycling and energy conservation programs that help students to develop knowledge and habits in support of these efforts. Paper recycling bins are located in every classroom. Lunchtime recycling programs include student participation in separating liquids, recyclables, and trash into appropriate designated receptacles. Students will learn about the lunchtime recycling procedures at the beginning of each school year.

## **SCHEDULE CHANGES**

Schedule change request forms are available in the office. Requests for changes in any student's schedule must be made in writing and signed by the teacher and parent. The specific change requested and the reason for the change must be included. A committee of teachers and administrators will review the request; changes will be made in the best interest of the student and determined on a case-by-case basis based on compelling educational need and available space in requested classes. The decision of the committee is final. **No schedule change request will be accepted until after the first two weeks of the year unless the change is needed due to a class placement error.**

## **STUDENT RECOGNITION**

At Marina Village Middle School, students' efforts are recognized through the following:

- **Academic Achievement:** See Academics (Honor Roll)
- **Mustang Pride Ticket:** Staff members may recognize students who demonstrate academic achievement and/or citizenship. Tickets may be exchange for privileges or used to enter weekly drawings.
- **Compliment calls/E-mails:** Staff members often use this form of communication to celebrate student success.
- **Student Recognition Assemblies:** Staff members may select students to be recognized for achievement in academic work, citizenship, extracurricular activities or other special efforts at the end of each trimester. Letters are sent home inviting parents to attend recognition assemblies.
- **Mustang Pride Award:** Students apply for this special honor recognizing well-rounded involvement and excellence in school and community activities over the course of their years at Marina.

## **TELEPHONE USE**

If a student asks to use the office phone, office personnel will inquire about the reason for the call. Students are allowed to use the office phone for the following reasons only:

1. Illness requiring the student to leave school.
2. Emergencies (students must state the nature of the emergency). Forgotten items are not considered an emergency.
3. School Business such as Student Council activities, teacher requested calls, or changes in after school activities announced during the day.
4. During the school day, students SHALL NOT use a cell phone to call , text, or email home due to an illness or other personal matter. If a student is ill, they must come into the office and use the phone at the nurse's station. If there is a true emergency, the student should come to the office and speak to the office personnel to use the phone.

## **VACCINATIONS**

Each student entering the 7<sup>th</sup> grade must meet the immunization requirements listed below:

- **POLIO:** 3 doses (last dose given on or after 2<sup>nd</sup> birthday)
- **DTaP/DTP/DT:** 3 doses (last dose given on or after 2<sup>nd</sup> birthday)
- **Tdap (or DTP/DTaP):** 1 dose (given on or after 7<sup>th</sup> birthday)
- **MMR:** 2 doses (both given on or after 1<sup>st</sup> birthday)
- **Varicella:** 1 dose for ages 7-12 years and 2 doses for ages 13-17 years.

Documentation of 7<sup>th</sup> grade students having received these vaccines must be presented to the school office staff prior to the student starting school.

**Please Note: As of January 2016, Personal Belief Exemptions are no longer valid for students entering 7th grade.** If immunizations cannot be given due to a medical concern, a physician must document each immunization that the child cannot receive and indicate if it is a temporary medical exemption (along with an expiration date) or a permanent medical exemption. Immunization information can be found on the [shotsforschool.org](http://shotsforschool.org) website.

## **VISITORS**

All visitors to the school campus must sign in at the office. Visitors will be given a visitor badge to wear while on campus. We encourage families to visit the school and see their student in our learning environment. Visits during school hours should be first arranged with the teacher, Principal, or Assistant Principal. If a conference is desired, an appointment should be set with the teacher during non-instructional time. (Board policy 1250 a) Students are not allowed to bring friends or relatives to school without administrative approval.

**Emergencies on Campus:** If there is an emergency on campus requiring the early release of students, parents will be notified, and a checkout system will be put into place. **Students will only be released to an adult whose name appears on the student's emergency card.** If students are evacuated to another area, the parents will be notified, when possible, of the evacuation and where students are being moved. An emergency evacuation form is included in the student registration packet contact information. A checkout system will be in place at the evacuation site.

**Contacting Your Child at School:** Our staff recognizes the importance of providing students with sustained, uninterrupted instruction. Interruptions and distractions must be limited to ensure that teachers can dedicate classroom time to the instruction of students. Please make arrangements with your student before school to eliminate the need to have your student called out of class.

**Pick-Up Procedures:** In the event that parents need to retrieve possessions or materials from their children during the school day, school visitor procedures must be followed. In order to maintain a safe and secure campus, parents must sign in at the office before meeting their children to exchange items or information. Parents and other family members may not park along the curb in the school parking lot to drop off or pick up items. Students may not approach parked cars during the school day.

**Office Drop-Off Policy:** In order to minimize disruptions to the academic environment and promote students' personal responsibility, the Marina Village Middle School staff has implemented the following policy with regard to items dropped off at school by parents:

- Academic assignments, projects, homework, lunch money, PE clothes, band instruments, etc. that are delivered after the start of the school day will not be delivered to students. It is the student's responsibility to come to the office and check for such things at break, between classes, and/or at lunch.
- Student lunches that are delivered after the start of the school day will be brought to the lunch area to be claimed by the student at the start of their lunch period. Yard supervisors will assist in the distribution of forgotten lunches.
- Items not retrieved by students will be held in the office for the remainder of the week in which they were delivered. Students will be notified the following week if they still have items being held in the office.

## **WITHDRAWALS/TRANSFERS**

If it is necessary for a student to withdraw from the school, **the withdrawal request must be made at the school office by the parent/guardian at least one day prior to the student's last day of school.** A withdrawal slip will be given to the student, which needs to be signed by all of his/her teachers. All books must be returned, and any fines paid before student records can be released to the new school of attendance.