

GENERAL RULES & GUIDELINES

BIKES/SKATEBOARDS

Bicycles and skateboards must be parked and should be LOCKED in the bike compound near the staff parking lot at all times. The compound is open before and after school each day. Bicycles/skateboards are NOT to be ridden on campus, on the sidewalks or in the parking lot. It's simple: WALK IT! LOCK IT! LEAVE IT!

CHANGE OF ADDRESS

Students are required to provide proof of residency to the Registrar when submitting a change of address or telephone number. All students are required to have an emergency card on file with a telephone number and email address where their parents can be reached during the school day.

IT'S YOUR BIRTHDAY???

NO BALLOONS, FLOWERS, or BIRTHDAY TREATS (i.e. cupcakes, etc.) are allowed at school! Celebrations should be reserved for after school! Additionally, celebrations involving food are prohibited for health, cleanliness, and safety reasons.

MOBILE TECHNOLOGY

Technology today is integral to many of the tasks and assignments our students will need to complete at school and at home. CVMS values COURTEOUS and EFFICIENT use of technology to enhance the learning environment and optimize access to learning and efficient work habits. Thus, CVMS embraces the convenience of and APPROPRIATE use of technology at school. Personal *Smart phones/iPhones, e-readers, tablets, and laptops may be used at school to support learning. Use of technology in the classroom is at the discretion and under the supervision of each classroom teacher for instructional purposes only. Abuse of this privilege (violation of the Acceptable Use Policy) may result in suspension of this privilege.

***CVMS is not responsible for LOST, STOLEN or BROKEN items at school.**

*NOTICE OF NON-RESPONSIBILITY

SDUHSD is NOT responsible for the personal property of students or employees. Personal items are brought to school at the owner's risk. Please remember to mark all items with your name. LOCK your bike, skateboard and PE locker at all times and don't share locker combination with friends. (Refer to page 16)

PARENT CALLS & MESSAGES

We limit classroom interruption! Lunches, supplies, forgotten books and assignments, or telephone messages cannot be delivered to students in class. If your parents dropped something off for you, please check the message board outside the Attendance Office whenever you forget an item.

REPORT CARDS/AERIES PORTAL

24 hours a day, 7 days a week, students and parents can check on the Aeries Portal for homework assignments, grades, etc. All progress reports and semester report cards are posted on Aeries and will not be mailed home.

TEXTBOOKS

Students are responsible for textbooks checked out to them at the start of the year until they return them at the end of the year. (1) Students will pay for books lost, stolen, damaged, or if books indicate careless use. (2) Students can only turn in their assigned books.

VISITORS ON CAMPUS/SAFE CAMPUS

To provide a safe campus, adults need to enter the campus through the front office. There guests can sign in and get a "Visitor's" badge to wear while on campus. The CVMS campus is CLOSED to all student visitors from other schools.

SDUHSD ACADEMIC HONESTY POLICY

Honest behavior is an expectation for all students in the San Dieguito Union High School District. The purpose of this regulation is to create and maintain an ethical academic atmosphere.

SPECIFIC TYPES OF ACADEMIC DISHONESTY NOT TOLERATED ARE DEFINED BELOW:

1. **Cheating:** (assignments, tests, quizzes, examinations, running laps) – Any intentional giving of or use of external assistance relating to an examination, test, quiz or assignments without express permission of the teacher. This includes looking on another student’s paper, sharing answers, copying another student’s paper, talking during a test (it does not matter what you are talking about), using an electronic device without permission during a test or assignment or cutting corners during the Superlap/Mile Run in PE.
2. **Fabrication:** Any intentional falsification or invention of data citation, or other authority in an academic exercise.
3. **Unauthorized Collaboration:** While collaboration is often encouraged, unauthorized collaboration is not permitted. (Make sure you have teacher permission.)
4. **Plagiarism:** Any intentional representation of another’s ideas, words, or work as one’s own. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another to copy, without the permission of the teacher, is also engaged in plagiarism.
5. **Alteration of Materials:** Any intentional and unauthorized alteration of student, teacher, or library materials.
6. **Forgery:** Any unauthorized signing of another person’s name to school related documents.
7. **Theft:** Any theft of materials.
8. **Transfer of Unauthorized Materials:** Any giving or selling of unauthorized material.

CONSEQUENCES FOR ACADEMIC DISHONESTY

Any alleged violation of this policy will be investigated thoroughly and appropriate disciplinary measures will be taken consistent with SDUHSD School Board policy.

Depending on the severity of the offense, one or more of the following consequences may occur:

- Referral to the Assistant Principal and the parent/guardian will be contacted.
- Loss of all credit for the assignment or test with no makeup permitted.
- Placement on an Academic Honesty Contract.
- Friday Night School Assignment

If repeated, the consequences are more severe and include:

- Referral to the Student Study Team (SST).
- Suspension from school, which includes school activities (i.e., dances, etc.).
- Removal from all elected or appointed leadership positions for the remainder of the school year.
- Violation on a school administered national/state exam will result in a district code of conduct violation

SCHOOL DRESS CODE

Clothes worn to school should be appropriate for school activities and not distracting to the educational environment. The following is a list of apparel guidelines compatible with our dress code. When a violation of the dress code occurs, the student will be required to wear a “loaner” for the day, or return home for proper attire, or have clothing brought from home to school. Continued violations of the dress code will be considered defiance and will be referred to the Assistant Principal for disciplinary action.

Clothing and accessories (including backpacks) that include the following are unacceptable and not allowed on campus:

- advertise and/or promote drugs, alcohol, and/or tobacco products;
- display foul or sexually suggestive language or symbols and/or weapons
- discriminate against race or sexual identity;
- advertise and/or promote gang affiliation, (example—bandanas and wallet chains)

Suggestive or revealing clothing is not suitable for school. Examples of inappropriate clothing:

- **Girls** - strapless tops, halter tops, swimming attire, tops that expose the midriff, backless shirts, off shoulder tops and see-through tops.
- **Boys** - muscle shirts and tank tops
- Footwear must be worn at all times. Sandals, flip-flops, slippers, and high heeled/open toed shoes are not safe and may NOT be worn.
- Undergarments must not show.
- All pants and shorts must be secured at the waist. Oversized pants and/or dangling belts are not allowed.
- Shorts, skirts, and dresses should not be shorter than mid thigh.
- Student appearance, including makeup, piercings, hair or jewelry, may not cause distractions or safety concerns in any way to the student or to the school environment.
- Hats, caps, beanies, gloves and/or hoods must be removed immediately upon entering any building or classroom.

CONSEQUENCES FOR VIOLATION OF CVMS DRESS CODE

- 1st violation: Warning/student given loaner clothing if cannot provide appropriate clothes
- 2nd violation: 30 minute detention/student given loaner clothing
- 3rd violation: 1 hour detention/student given loaner clothing
- 4th violation: Friday Night School/student given loaner clothing
- 5th violation: Suspension for defiance/student given loaner clothing

The following behavior and consequence charts outline general policies and procedures. Each behavior incident is considered individually and appropriate consequences are assigned given the particular circumstances of the situation. The following information is intended to provide students, parents, and staff with a common understanding of the general expectations and possible consequences for misbehavior. **When given a detention, students can elect to participate in campus beautification for half of the assigned detention time.**

STUDENT ATTENDANCE

BEHAVIOR	CONSEQUENCES
<p><u>TARDIES:</u> Students will arrive in class on-time, which means seated and prepared by the 2nd bell.</p>	<ul style="list-style-type: none"> • Detentions are assigned for tardies. • Habitual tardies (4 or more) = *Friday Night School/Parent Contact/SARB Referral
<p><u>LEAVING CLASS:</u> Students will not leave class during the period without the teacher’s permission and a pass.</p>	<ul style="list-style-type: none"> • 1st offense = Detention • Continued offense = *Friday Night School Parent Contact/Behavior Contract
<p><u>CLOSED CAMPUS:</u> CVMS is a closed campus. Students will not leave campus without checking out through the Attendance Office.</p>	<ul style="list-style-type: none"> • *Friday Night School/Parent Contact
<p><u>GUESTS:</u> Are not allowed on campus without prior permission of the administration/teachers.</p>	<ul style="list-style-type: none"> • Guests who are not approved will be escorted off campus.
<p><u>FORGED NOTES:</u> Students will not forge notes or signatures.</p>	<ul style="list-style-type: none"> • Forgery = *Friday Night School /Parent Contact / Academic Honesty Contract
<p><u>TRUANCY:</u> Students will not be absent from any class during the school day without permission, or they will be considered truant.</p>	<ul style="list-style-type: none"> • Period Truancy = *Friday Night School and parent contact. • Full Day Truancy = *Friday Night School / suspension from school • Habitual Truancies = SARB (Student Attendance Review Board)
<p><u>ASSIGNED DETENTION:</u> Students will not be absent or arrive late to their assigned detention.</p>	<ul style="list-style-type: none"> • Students late or do not serve detention: <ol style="list-style-type: none"> (1) 30 min. detention becomes 60 minutes (2) 60 min. detention becomes Friday Night School
<p><u>ABSENT FROM FRIDAY NIGHT SCHOOL:</u> Students will not be absent to an assigned Friday Night School without permission of the Assistant Principal.</p>	<ul style="list-style-type: none"> • 1 day suspension from school

***Friday Night School is on designated Fridays: 3:15—5:15 p.m.**

GENERAL RULES FOR CVMS

BEHAVIOR	CONSEQUENCES
RESPECTFUL: Students will treat peers and all school staff with respect. This includes substitute teachers.	<ul style="list-style-type: none"> • Detention/*Friday Night School /Parent Contact/Behavior Contract • Habitual Infraction = Suspension / Parent Contact
DEFIANCE: Students will not willfully defy authority or disrupt academic or activity programs.	<ul style="list-style-type: none"> • Detention/*Friday Night School/Suspension/Parent Contact • Habitual Infraction - Referral to **SST / Recommendation for Alternative School Placement
ACADEMIC HONESTY POLICY: Carmel Valley Middle School is committed to Academic Honesty. Students will do their own work. See District Policy (SDUHSD) on Page 10 in your student agenda book.	<ul style="list-style-type: none"> • 1st offense – “F” on Assignment or Test/Academic Honesty Contract/ *Friday Night School / Parent Contact • Continued offense – Suspension from school/**SST referral
TRASH: Students will eat lunch in designated areas and refrain from throwing food, littering, feeding the birds and engaging in horseplay.	<ul style="list-style-type: none"> • 1st Offense = Trash pick up / Detention • Continued Offense = *Friday Night School / Parent Contact
BIKES/SKATEBOARDS: Students will not ride to school with more than 1 rider per bike/skateboard. Bikes/skateboards will not be ridden on school property. Bikes/skateboards will be stored & locked in designated bike area. Helmets must be worn.	<ul style="list-style-type: none"> • 1st offense – Warning • 2nd offense – Detention/Parent Contact • 3rd offense – Revoke Bike Privileges on Campus/Parent Contact
BUS: Students will behave appropriately and respectfully on the bus. See the SDUHSD Transportation Rules of Conduct.	<ul style="list-style-type: none"> • 1st offense = Detention/Parent Contact • 2nd offense = Riding privilege revoked for one week/ Parent Contact • 3rd offense = Riding privilege revoked for rest of quarter/Parent Contact
GAMBLING/SELLING ITEMS: Students will not gamble and/or sell items on campus.	<ul style="list-style-type: none"> • 1st Offense = *Friday Night School/Parent Contact • Habitual Infraction - One to Three Day Suspension
GUM: Students will not chew gum on campus. Bring mints for fresh breath.	<ul style="list-style-type: none"> • 1st offense = Student warned • 2nd offense = Detention • Continued offense = *Friday Night School/ Parent Contact
GLASS CONTAINERS: Students will not bring glass containers on campus.	<ul style="list-style-type: none"> • 1st offense = Student warned • 2nd offense = Detention • Continued offense = *Friday Night School/ Parent Contact

*Friday Night School is held once per month on designated Fridays: 3:15 – 5:15 p.m.

**Student Study Team

<p><u>MOBILE DEVICES</u></p> <p>They may be used at school to support learning. Use of technology in the classroom is at the discretion and under the supervision of each classroom teacher. Students may not take pictures or videos at school unless otherwise directed by a teacher. Abuse of this privilege (violation of the Acceptable Use Policy) may result in suspension of this privilege.</p> <p>*CVMS is not responsible for LOST or STOLEN items at school!</p>	<ul style="list-style-type: none"> • 1st confiscation: returned to student at end of the school day plus 30 min. detention • 2nd confiscation: electronic device released to parent with 60 min. detention • 3rd confiscation: electronic device released to parent and Friday Night School • 4th confiscation: electronic device released to parent and conference with Administration/Parents to discuss revoking cell phone privileges. • Possession of a laser pen will result in confiscation and assignment to *Friday Night School. • Use of laser pen on another person = suspension
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SERIOUS OFFENSES

BEHAVIOR	CONSEQUENCES
<p><u>INAPPROPRIATE BEHAVIOR:</u> Students will not use profanity, commit vulgar or obscene acts or engage in inappropriate displays of affection.</p>	<ul style="list-style-type: none"> • 1st offense - (depending on severity) Warning/ Detention • 2nd offense – *Friday Night School /Parent Contact • 3rd offense Suspension/Parent Contact
<p><u>BULLYING/CYBERBULLYING:</u> Students will not bully, harass, intimidate or threaten staff or students in person or via any electronic method. Students are subject to consequences regardless of their intentions.</p>	<ul style="list-style-type: none"> • Friday Night School / Behavior Contract/ Parent Contact • Habitual Infractions: Suspension/ Referral to **SST/ Recommendation for Alternative School Placement
<p><u>PHYSICAL CONTACT:</u> Students will not fight or engage in intimidating behavior. Students will not engage in gags or inappropriate physical contact that may result in injury.</p>	<ul style="list-style-type: none"> • 1st offense – 1 to 5 Day Suspension/Possible Police Intervention/Parent Contact • 2nd offense – Referral to **SST/Recommendation for Alternative School Placement
<p><u>SEXUAL HARASSMENT:</u> Students will not engage in conduct constituting sexual harassment and/or sexual assault.</p>	<ul style="list-style-type: none"> • 1st offense – One to Five Day Suspension/Parent Contact/Referral to **SST/Possible Police Intervention • 2nd offense – Referral to **SST/Recommendation for Alternative School Placement
<p><u>COMPUTER USE:</u> Students are expected to follow the guidelines for responsible computer use as outlined in the District “Acceptable Use Policy” (AUP).</p>	<ul style="list-style-type: none"> • Removal from use of network/detention/removal from computer multimedia class/suspension/Parent Contact/expulsion/Police Intervention.

<p><u>TOBACCO:</u> Students will not use or possess tobacco in any form at school, to and from school, or at school events.</p>	<ul style="list-style-type: none"> • 1st offense = Suspension/Possible Police Intervention/Parent Contact/**SST Referral • 2nd offense = Suspension & Police Intervention • 3rd offense = Recommendation for Alternative School Placement
<p><u>ALCOHOL/DRUGS:</u> Students will not possess or be under the influence of alcohol or drugs or possess paraphernalia (this includes drug and alcohol paraphernalia/look-a-likes) at school, to and from school, or at school events.</p>	<ul style="list-style-type: none"> • 1st offense = 5 Day Suspension/*SST Referral to Police Intervention/ Parent Contact • 2nd offense = Referral to **SST/ Recommendation for Alternative School Placement
<p><u>CONTROLLED SUBSTANCES:</u> Students will not sell or furnish controlled substances.</p>	<ul style="list-style-type: none"> • 5 day suspension/ Parent Contact / Referral to **SST / Police Intervention /Recommendation for expulsion
<p><u>SCHOOL/PERSONAL PROPERTY:</u> Students will not steal, deface or vandalize school or personal property. This includes using other people’s lunch numbers.</p>	<ul style="list-style-type: none"> • 1 to 5 day suspension/Parent Contact/ Restitution/Possible Police Intervention
<p><u>DANGEROUS EQUIPMENT:</u> Students will not possess weapons* of any kind or a facsimile of a weapon including paint ball equipment.</p>	<ul style="list-style-type: none"> • Confiscation/1 to 5 day suspension/ Parent Contact/ Referral to **SST/ Possible Police Intervention/Possible Recommendation for Expulsion
<p><u>INCENDIARY DEVICES:</u> Students will not possess or use explosives/incendiary devices (including matches or lighters), pull fire alarms, or commit arson. Aerosol cans are <u>not allowed</u> on campus or in the locker rooms!</p>	<ul style="list-style-type: none"> • Confiscation/1 to 5 Day Suspension/Parent Contact/Possible Referral to Law Enforcement/ Possible recommendation for Expulsion.
<p><u>WEAPON:</u> Students will not brandish a “weapon” or possess, sell or furnish a firearm.</p> <p>*A weapon can be any object with the potential to cause harm which is used to threaten or injure another person.</p>	<ul style="list-style-type: none"> • Mandatory Expulsion/Parent Contact/Referral to Law Enforcement

L. O. P. (LOSS OF PRIVILEGE LIST)

If you are involved with a referral or LOP infraction, the administration may (at their own discretion), place your name on an LOP List. For the period of time your name is on the list, you may not participate in any extracurricular activities. This includes school dances, field trips, and night events.

NOTICE: The San Dieguito Union High School District is not responsible for the personal property of students or employees. Items such as musical instruments, clothing, jewelry, equipment, bicycles, skateboards, electronic organizers, or other personal property, if brought to school, are at the owner’s risk. Please remember to lock your PE locker at all times and not to share the locker combination with friends.

TECHNOLOGY USE POLICY

All students and parents/guardians sign an Acceptable Use Policy (AUP) for technology use on campus. Any violations of the AUP are subject to disciplinary action (See Page 15). The following are major areas covered in the AUP.

- Students use appropriate language, manners and ethics when accessing technology
- Students report problems, abuses, or misuses of technology resources to your teacher, counselor or an administrator.
- Students cannot access others' email accounts.
- Students cannot attempt to bypass or alter computers or our network.
- Students cannot bypass restrictions regarding technology use.
- Students cannot use school computers for:
 - Gaming
 - Commercial purposes
 - Illegal activities

EMAIL POLICY

Student use of email must abide by the generally accepted rules and principles of email etiquette, as well as the guidelines outlined in the AUP. To help keep students safe, students are asked to never give out personal information of any kind through email. Additionally, the following activities are not permitted:

- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or attacking others;
- Using another students' login or password;
- Corresponding or meeting with someone through the Internet without the pre-approval of a teacher;
- Accessing or downloading inappropriate materials;
- Reposting a message sent to the user privately without the permission of the person who sent the message.

CYBERBULLYING

Appropriate student behavior that leads to a positive school environment is expected when students use technology. Cyber bullying involves the use of information and communication technologies such as social media applications, text messages/instant messaging, defamatory personal websites, and online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others.

Any communication that disrupts or prevents a safe and positive educational environment will also be considered cyber bullying. Students whose behavior is found to be in violation of this policy will be subject to discipline and loss of privileges, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy will also be subject to appropriate disciplinary action.

Consequences—See Page 15