

# MILL VALLEY MIDDLE SCHOOL

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425 Sycamore Avenue – Mill Valley – CA 94941

## 2018-2019 Student Handbook



[www.mvschools.org/ms](http://www.mvschools.org/ms)  
Tel: 389-7711 Fax: 389-7780  
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# **MILL VALLEY MIDDLE SCHOOL**

425 Sycamore Avenue, Mill Valley, CA 94941

(415) 389-7711

[www.mvschools.org/ms](http://www.mvschools.org/ms)

Welcome to Mill Valley Middle School. We are proud of MVMS and the accomplishments of our students. Together, our parents, teachers and counselors are dedicated to providing a caring and supportive environment where all students can do their best in a well-structured, safe environment.

This handbook is designed to give you the basic information you will need to navigate your middle school experience. Please familiarize yourself with it now and then keep it on hand as a reference to use throughout the year. It includes information about the calendar, bell schedule, school faculty and staff, school policies, student information, and discipline codes. For more specific information on the academic and student support programs, please refer to the Program Overview brochure.

## **MISSION STATEMENT**

We strive to be a school where everyone feels welcome, safe, and accepted. We seek to inspire creative, healthy, thoughtful people who are motivated to contribute to the global community. We foster personal growth, critical thinking, technological literacy, and academic excellence with a commitment to high standards and support for all students.

Anna Lazzarini  
*Principal*

Mark Nelson  
*Assistant Principal*

Lisa Lamar  
*Dean of Students*

Randi Josephson  
*Counselor*

Erin Sheedy  
*Counselor*

Mynor Maldonado  
*Counselor*

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# STAFF LIST (Phone Extensions and Email)

## MILL VALLEY MIDDLE SCHOOL STAFF LIST 2018-2019



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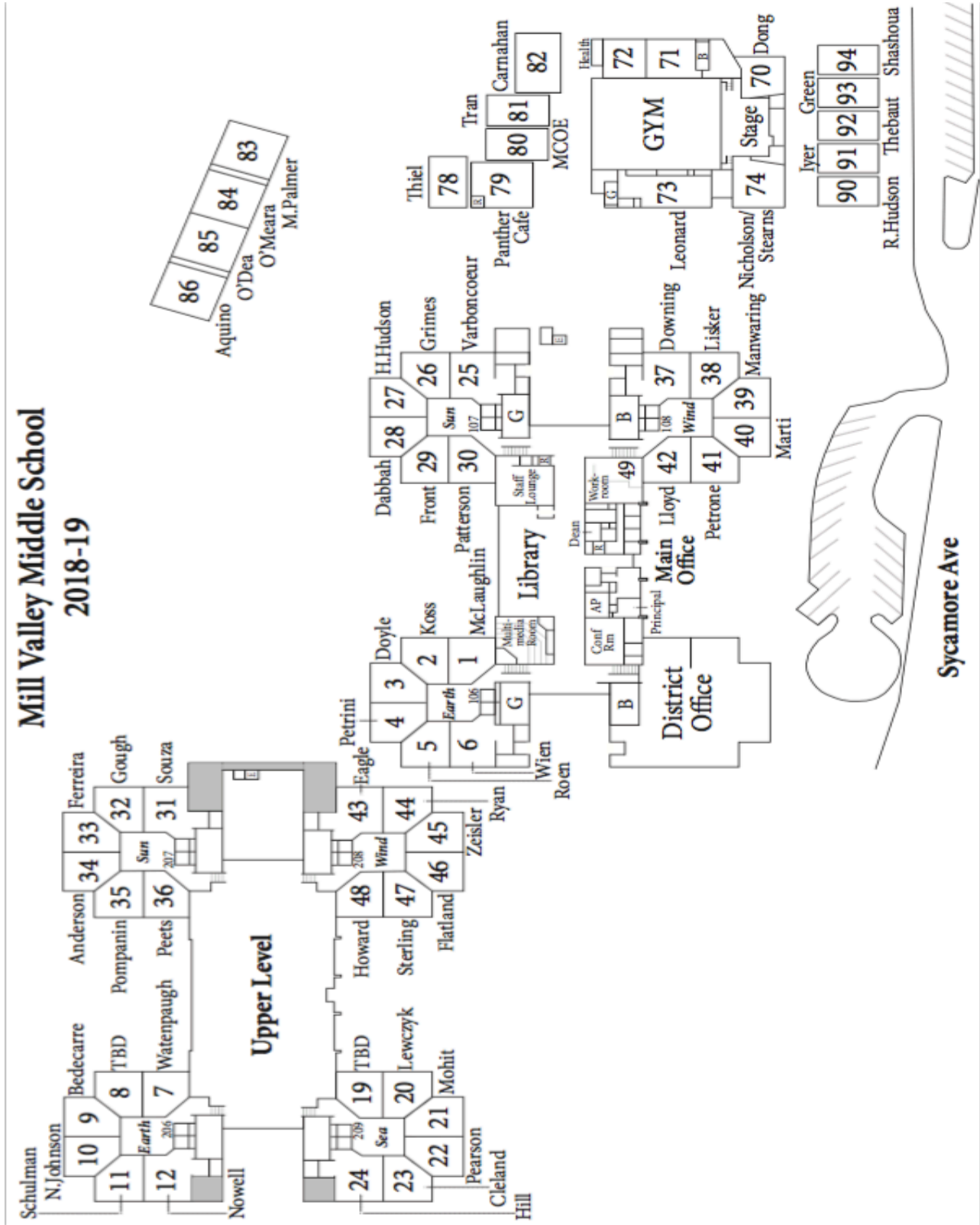
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Attendance 7722 Panther Cafe 2779  
 Lab 7 2707 Staff Room 2885  
 Health Room 2880 PR Conf Call 7757

Elevator 415/389-1406  
 Room 208 2828  
 Room 209 2893

# MILL VALLEY MIDDLE SCHOOL MAP

## Mill Valley Middle School 2018-19





## FOR YOUR CALENDAR

For your convenience some of the year's important dates are listed below. For full information, including event dates and forms, log onto the school's web site at [www.mvschools.org/ms](http://www.mvschools.org/ms)

August 23	First Day of School
September 3	Labor Day – No School
September 20	Back to School Night 6:30-8:30PM
October 8	Staff Development Day – No School
October 12	1 <sup>st</sup> trimester progress reports mailed
November 12	Veteran's Day Observed – No School
November 16	End of 1 <sup>st</sup> Trimester
November 19-23	Thanksgiving Recess
December 5	Grades mailed
December 24 - Jan 4	Winter Recess
January 21	Martin Luther King Jr Day – No School
January 25	2 <sup>nd</sup> trimester progress reports mailed
February 18	Presidents Day – No School
February 19-22	Winter Recess Day – No School
March 7	End of 2 <sup>nd</sup> Trimester
March 8	Staff Development Day-No School
March 15	Grades mailed
April 8-12	Spring Recess – No School
April/May	State Testing Window
May 3	3 <sup>rd</sup> trimester progress reports mailed
May 16	Open House 6:30-8:30PM
May 27	Memorial Day – No School
May 29	Early Dismissal (12:40)
June 12	Grade Level End of Year Activities
June 13	Last day of school (12:40 dismissal)
June 21	Grades mailed

# BELL SCHEDULE

## Monday, Tuesday, Thursday, Friday

8:35	First Bell
8:40 - 9:43	First Session
9:43 - 9:47	Passing
9:47 - 10:47	Second Session
10:47 - 10:58	Recess
10:58 - 11:02	Passing
11:02 - 12:02	Third Session
12:02 - 12:42	Lunch
12:42 - 12:46	Passing
12:46- 1:46	Fourth Session
1:46 - 1:50	Passing
1:50 - 2:50	Fifth Session

## Wednesday

8:35	First Bell
8:40 - 9:43	First Session
9:43 - 9:47	Passing
9:47 - 10:47	Second Session
10:47 - 10:58	Recess
10:58 - 11:02	Passing
11:02 - 12:02	Third Session
12:02 - 12:42	Lunch
12:42 - 12:46	Passing
12:46- 1:46	Fourth Session
1:46 - 1:50	Passing
1:50 - 2:28	Panther Time

*Building Hours: 8-4 (Monday – Friday, closed holidays)*

# CLASS SCHEDULE

**First Bell 8:35 AM**

<b>Session Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>8:40-9:43</b>	Period 1A	Period 6A	Period 5B	Period 3A	Period 2B
<b>9:47-10:47</b>	Period 2A	Period 1B	Period 6B	Period 4A	Period 3B
<b>10:47-10:58</b>	<i>Recess</i>	<i>Recess</i>	<i>Recess</i>	<i>Recess</i>	<i>Recess</i>
<b>11:02-12:02</b>	Period 3A	Period 2B	Period 1A	Period 5A	Period 4B
<b>12:02-12:42</b>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>
<b>12:46-1:46</b>	Period 4A	Period 3B	Period 2A	Period 6A	Period 5B
<b>1:50-2:50</b>	Period 5A	Period 4B	Panther Time (1:50-2:28)	Period 1B	Period 6B

# PTSA

The MVMS PTSA is a volunteer organization that promotes the welfare of our children. Its goal is to foster closer relations between the home, school, and community so that parents and teachers may cooperate intelligently in the education of our youth. Parents, teachers, and staff members are urged to join this organization, and student participation is also encouraged. Committees have been established to address both student and teacher needs in and outside the classroom. Parent volunteers are urged to participate actively on PTSA sponsored programs in the classroom, library, and Panther Cafe, as well as on the playground and at social events. The PTSA also supports: school materials and supply needs, Student Educational programs, Panther Press Newsletter, Parent Education, Site Improvement, School Sports Equipment, Panther Planner and Handbook, Grade-level parties and dances, Teacher Grants, and much more.

All programs and events are supported financially through the Fall Fundraiser which is the Middle School PTSA's only fundraiser. Funds are also raised for specific needs within the classroom and library.

Middle School children require and value parental involvement, which is crucial to the success of the PTSA goals. There are many opportunities to help. Volunteer forms are available in First Day Packets and in the lobby. For further information, please contact Suzi Glaubitz ([cadleglaub@hotmail.com](mailto:cadleglaub@hotmail.com)).

## **PTSA Executive Board 2018-19**

• President	Jennifor Moore	<a href="mailto:jnjmoore@hotmail.com">jnjmoore@hotmail.com</a>
• Exec VP	Monique	<a href="mailto:mogodico@gmail.com">mogodico@gmail.com</a>
• Treasurer	Eva Rausch	<a href="mailto:evarausch03@yahoo.com">evarausch03@yahoo.com</a>
• Financial Secretary	Julie Mirocha	<a href="mailto:juliemirocha@gmail.com">juliemirocha@gmail.com</a>
• Secretary	Karen Lettenev	<a href="mailto:klettenev@rmw.com">klettenev@rmw.com</a>
• Auditor	Susie Gilmor	<a href="mailto:asternf@yahoo.com">asternf@yahoo.com</a>
• Parliamentarian	Louise Armour	<a href="mailto:louise.armour@hotmail.com">louise.armour@hotmail.com</a>
• VP Parent Svcs	Laurel Hilton	<a href="mailto:laurel.hilton@gmail.com">laurel.hilton@gmail.com</a>
• VP Teacher Svcs	Samantha Stuart	<a href="mailto:smstuart@yahoo.com">smstuart@yahoo.com</a>
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• VP Communication	Belinda Rowbury	<a href="mailto:belindarowbury@gmail.com">belindarowbury@gmail.com</a>
• VP Fundraising	Gaby Dominguez	<a href="mailto:gabydomco@gmail.com">gabydomco@gmail.com</a>
• VP Membership	Renee Conrady	<a href="mailto:rconrady@ewasi.com">rconrady@ewasi.com</a>
• Historian	Michelle Connolly	<a href="mailto:rmconnolly11@yahoo.com">rmconnolly11@yahoo.com</a>
• Principal	Anna Lazzarini	<a href="mailto:alazzarini@mvschools.org">alazzarini@mvschools.org</a>

# SCHOOL STAFF

## Staff Roles

**PRINCIPAL**, Anna Lazzarini – She handles instructional issues, including questions about and/or issues with the teachers' program; curriculum, educational philosophy, teaching methodology, classified staff, Student Leadership, and community partnerships.

**ASSISTANT PRINCIPAL**, Mark Nelson – He oversees student discipline and notification of parents, facilities, emergency preparedness, student activities, attendance, SARB and yard supervision.

**DEAN OF STUDENTS**, Lisa Lamar – She assists with student academic progress, discipline, scheduling, activities and general administrative duties.

**TEACHERS** – They are responsible for the classroom curriculum, homework, grades, teacher-parent conferences, and other classroom related issues. Teachers should be contacted directly by email/phone with questions before an administrator or a counselor is called as they can best handle classroom issues.

**COUNSELORS** - Randi Josephson, Erin Sheedy, and Mynor Maldonado are responsible for class schedule issues, academic concerns, social and developmental issues, family changes, and guidance and resource referral for parents.

**ADMINISTRATIVE ASSISTANT**, Annette Gamboa – She is the principal's assistant and schedules appointments for her, handles the scheduling of rooms and meetings, in addition to doing administrative management.

**ADMINISTRATIVE ASSISTANTS (Student Services)**, Linda Canepa and Suzi Andrews – They are the assistant principal's assistant and handle attendance records and reporting to the SARB. They are also responsible for first aid, providing information to the public, and handling immediate student needs.

**REGISTRAR/DATA PROCESSOR**, Sandy Agajan – She is responsible for assembling and distributing progress reports and report card information, as well as data entry for student records. She also coordinates cum files and private high school applications.

**COPY AIDE**, Ashiya Yacoobali – She provides photo copying and related support services to all staff.

**CAMPUS SUPERVISOR**, Mike Wills – He focuses primarily on school safety and overseeing recess and lunch supervision

## **Counseling**

The mission of the department is to promote student health, socially and emotionally, and academic success. Our counseling department consists of three counselors, and counseling interns. Counselors offer short-term, individual, and group services. Our small groups focus on varied topics such as dealing with stress, social skills, adoption, friendships, and family changes. Students can sign up for counseling or be referred by parents or staff members. Information shared with a counselor is held in strict confidentiality unless released by a student or mandated by law. Each child has been assigned a counselor for his/her three years at MVMS. Counseling assignments are as follows:

*Randi Josephson – 8<sup>th</sup> Grade*

*Mynor Maldonado – 7<sup>th</sup> Grade*

*Erin Sheedy – 6<sup>th</sup> Grade*

## **Frequently Asked Questions**

### **How can a student sign up to see their counselor?**

When students need to see their counselors, they sign up by completing pink counseling request slips, which are located just outside the counselors' offices or by having their parents call or email for an appointment. They should receive an appointment slip within the next day or two. Information shared with a counselor is held in strict confidentiality unless released by a student or mandated by law.

### **When should I contact a counselor?**

Students and/or parents should contact their counselor for questions regarding class schedules and social/developmental/emotional concerns that are affecting your child. If you think something is wrong with your schedule, if you are in the wrong level of a class, or you didn't register for that class, see your School Counselor. Your Counselor will look over your schedule with you and make sure that the problems get worked out. If you did not receive the teacher of your choice, it is not a reason to ask for a schedule change.

### **When should I contact a teacher?**

Students and/or parents should contact teachers for questions related to curriculum, homework, teacher/parent conferences and other classroom related issues.

### **When should I contact the Assistant Principal or Dean of Students?**

Students and/or parents can contact the Assistant Principal or Dean with questions (or reports) about behavior, discipline, bullying, or harassment.

## **Library Media Center**

Ms. Palmer is the library media teacher and staffs the library every day along with a part-time library assistant, Ms. Boatright. Ms. Palmer manages the library and collaborates with teachers to help students learn effective research skills and promote reading.

The MVMS library has a collection of more than 20,000 books, including sets of novels used by language arts and social studies classes. It also features 16 desktop and laptop Mac computers that can be used for research, creating projects and finding books. The library web site includes research information tailored to individual class assignments and also offers three online databases of newspapers, magazine articles and reference materials. Students and teachers from all departments use the library for everything from in-depth research projects to casual reading and homework. New books, magazines, graphic novels (comic books) and audio books are featured in the reading corner where students can relax on couches during breaks, at lunch or after school.

Library books are checked out for three weeks at a time. Students may renew a book as often as they like, unless the book is on hold for another student. Overdue notices are sent to language arts teachers every few weeks. **Students with lost books will be expected to pay for them and will not be allowed to participate in extra-curricular activities until the payment is made.** Report cards and transcripts may be withheld pending payment for lost or damaged books. The library is also open during recess and lunch. Students may not eat or drink in the library because it can damage materials and attract ants.

The library hours are (subject to change):

Monday, Tuesday, Thursday	8:40AM – 4:00PM
Wednesday	8:40AM – 2:45PM
Friday	8:40AM – 3:30PM

*NOTE: The library is closed after school on the first Wednesday of the month for staff meetings.*

## **ACADEMIC PROGRAM**

**The sixth grade program** has been designed to help incoming students make the adjustments necessary for middle school. There are four academic classes – English, social studies, science, and math – taught by a team of teachers working together. English and social studies are part of a two period block called Core and are usually taught by one teacher. In addition, students are required to take physical education. Sixth graders also take Wheel that consists of three, one-trimester courses including Technology, Intro. to World Languages, and Character Education. Finally, 6<sup>th</sup> graders have the opportunity to select either music, choir, or art as their elective class.

**The seventh grade program** consists of four academic classes: English, social studies, math, and science. English and social studies are a two period block called Core, which is usually taught by one teacher. Seventh graders can add Spanish, French, Global Citizenship and Debate, Drama, or Technology as a fifth academic class. Students also choose music, choir or art for their elective and are required to take physical education.

**The eighth grade program** includes four academic classes daily: English, social studies, science, and math. Students who qualify may take algebra as their math class. Eighth graders can add Spanish, French, Global Citizenship and Debate, Drama, or Technology as a fifth academic class. Students also have the opportunity to choose music, choir or art for their elective class and are required to take physical education.

### **Panther Time**

Panther Time is a class of 20-23 students that meets once a week for 38 minutes. Students will be assigned to a teacher they have during the day (in most cases, some students may have a different teacher). The purpose of Panther Time is twofold: 1) To provide space and time for students to work on homework, seek help from a teacher, or quietly read; and 2) To build a community within a school, creating (and sustaining) the small school feel that has made MVMS a great school.

### **Physical Education**

The PE Complex is located on the blacktop outside the school near the Community Center and consists of two large classrooms and two changing rooms. All students take PE twice a week and are required to change out for PE. There will be supervision in the changing rooms. When class is in session, the changing rooms and PE classrooms will remain locked in order to secure students' belongings. MVMS PE uniforms may be purchased at T & B Sports in San Rafael. T & B Sports will be on campus several times a year to sell PE uniforms. All students are required to wear the MVMS PE uniforms. Students who need assistance purchasing uniforms should check with their PE teacher.

### **Homework**

The district has guidelines for the assignment of homework:

6<sup>th</sup> grade students – up to 60 minutes

7<sup>th</sup> grade students – up to 70 minutes

8<sup>th</sup> grade students – up to 80 minutes

In addition to the above time, students may be asked to do reading, practice their musical instrument, and advanced courses may require additional time. Please remember that assignments are based on the teacher's best understanding of the average time needed to complete the task. Duration of assignments varies among students. If your child is consistently experiencing difficulty with completion of assignments please contact the teacher.



**Teachers must be sure that homework is:**

1. Necessary, useful, and appropriate to the ability and maturity level(s) of their students.
2. Well-explained and posted (on the board, handouts, website, etc.).
3. Of reasonable length, taking into consideration students' other subject assignments.
4. Properly checked, evaluated, and returned in a timely manner (when appropriate).

**Students must be sure to:**

1. Always have their 1:1 iPads.
2. Record homework on their iPad. This includes work that must be finished before the conclusion of the school day.
3. Take their iPad and all needed books and materials home on a daily basis, reviewing all assignments and work completed with parents.
4. Complete all assignments to the best of their ability and return them to the teachers on time.
5. Make up all homework and tests in a timely manner when absent, including checking teacher websites, otherwise the assignment could receive a zero.

**Parents must be sure to:**

1. Assist the student in learning to schedule each day so that homework can be done at an optimum time.
2. Provide a quiet, well-equipped and properly lit setting in which to work.
3. Check the "My Homework" app on the iPad, personal planner, or teacher website daily, discussing assignments and reviewing any completed work with the student.
4. Support, clarify, and motivate the student, but not do homework for him or her.
5. Communicate with the teacher if a large number of assignments are too difficult or time consuming for the student to complete.

**If homework is not completed on time:**

1. It may result in an assignment failure, lowered grade, incomplete, and/or request to remain after school to finish the work.
2. The teacher may call parents if lack of homework completion is an ongoing problem.
3. The student may receive a progress report to be signed by a parent.
4. The student may have negative *comment codes* marked on his/her report card.
5. Both the student and parents may be requested to attend a conference.

**1:1 Program Overview**

During the 2018-2019 school year, all students will be issued an iPad. This program develops the 21<sup>st</sup> century learning skills of communication, collaboration, creativity and critical thinking. Students take ownership of their learning and become more responsible. The iPad can be used to read primary and secondary texts, utilize various educational apps, create movies, develop innovative projects, deliver multimedia presentations, as well as organizing homework, completing assignments, and accessing the Internet. Please visit <http://www.mvschools.org/onetoone> for more information on the iPad program.

**Student Audit**

The Audit is designed to assist parents, teachers, and students when students struggle with homework completion. Audits are for students who begin to show a pattern of missed or incomplete assignments. Students who are assigned to the Audit are to visit each of their teachers after school (Thursdays), inquire about missing work and/or progress, and complete the audit sheets in the Audit Booklet (student will be issued one if needed). Student Audits are initiated by counselors, teachers or other support staff, and monitored by parents. It is essential that a parent initial the Audit once it is completed and initial it when the work is completed. Teachers will only fill out the Audit if parents are consistent with weekly signatures. Specific Audit instructions are located in the front of the Audit Booklet.

## **Report Cards and Progress Reports**

Progress reports are mailed home to parents/guardians mid-way through each trimester.

Report cards are mailed at the end of each trimester. Students receive letter grades. To calculate a student's grade point average (GPA) use the following numbers:

- A has a value of 4.0.
- B has a value of 3.0.
- C has a value of 2.0.
- D has a value of 1.0.
- F has a value of 0
- I has a value of 0

Incompletes are given for missed work. Students have up to 2 weeks (or an agreed upon time with the teacher) to make up work or an Incomplete grade becomes an F. Parents are encouraged to contact individual teachers to discuss any concerns. Once parents and teachers have communicated, a meeting with the student's counselor can be arranged.

**The third trimester GPA of an eighth grader determines ninth grade athletic eligibility. Students who wish to participate in high school sports must maintain a GPA of 2.0 or higher in the last trimester of eighth grade.**

## **Academic Honesty**

MVMS is committed to encouraging students to assume responsibility for their own ethical behavior and to experience the joy of accomplishing their personal best. Academic honesty means not plagiarizing, cheating or using information unethically in any way. Students are expected to do their own work at all times, and understand that plagiarism and cheating will adversely affect grades.

### ***Plagiarism includes (but is not limited to):***

- Submitting someone else's work as your own, including that of tutors, friends, parents or siblings or paraphrasing *without giving credit to the source*.
- Turning in purchased essays or essays (whole or partial) from the Internet written by someone else.
- Helping others plagiarize by giving them your work, even if you don't think it will be copied.
- Using someone else's idea without giving credit to the original source.

### ***Cheating includes (but is not limited to):***

- Copying assignments or receiving answers from a classmate and turning them in as original work.
- Talking about anything to a classmate or exchanging any information during a quiz or exam once it has begun.
- Providing test questions or answers to test questions to students before, during or after quizzes or tests.
- Using unauthorized notes or technology, such as cell phones, iPads, eBooks, computers, or bringing notes into a test or using a computer program to translate an assignment and turning it in as your own.
- Stealing school/student material (teacher editions).
- Filling in or changing answers on a test/quiz/assignment (yours or a classmate's) while you are correcting it.
- Turning in identical work as a classmate and claiming it was a group effort when the assignment was clearly assigned to students to do independently.
- Using summaries or commentaries instead of reading the assigned material.

***Consequences for plagiarism and/or cheating:***

- 1<sup>st</sup> Offense: No credit on the assignment or test, office referral, parent/guardian contact, review of policy with administrator, and student and parent sign Academic Honesty Contract.
- 2<sup>nd</sup> Offense: All of the above, parent/guardian conference with administrator and teacher, and one-day suspension
- 3<sup>rd</sup> Offense: All of the above, two-day suspension, and student may be at risk of failing the class.

**Retention Policy**

MVMS policy states that a student who receives a total of four Fs in any combination of academic classes in one year, or three Fs in any one academic area (i.e. three Fs in math for three consecutive trimesters) is a candidate for retention. Candidates for retention will meet with the principal and parents to discuss strategies for improving their academic standing.

# ATTENDANCE

**Students are expected to be punctual and attend all classes on regularly scheduled school days unless ill or excused for another explained absence. Families play a central role in getting students to school on time. Parents/guardians are legally responsible for their child's attendance at school.**

## **Arriving to School and Leaving from School**

Students who leave from and return to campus for any reason (medical appointments, illness) are required to sign out and sign in at the front reception desk. Students who leave campus without signing out may face disciplinary consequences. Students who arrive to school late must bring a note from home indicating the reason for the late arrival. Students who need to leave school early for a scheduled appointment must bring a note from home and show it to the teacher of the class they will be leaving early from. The student will then leave the class at the appointed time, bring their belongings and their note to the front office where they will sign out at the front desk. If your student will be leaving with anyone other than a legal guardian, please be sure to note this. Without written permission your child will not be released.

## **Closed Campus**

Mill Valley Middle School is a closed campus and has areas that are considered out-of-bounds to students. Students must remain on campus from the time they arrive until the time they are dismissed to go home. Leaving campus without permission is grounds for suspension. The Mill Valley Community Center is not a part of our campus.

## **Absences**

Please telephone the school attendance Hotline at 415-389-7722 and leave a message on the voicemail each day when your child is absent for the whole day or tardy in excess of 30 minutes. Any absence that has not been verified by a parent/guardian within 24 hours will be considered unexcused. Students are required to make up work missed during an absence. In order to facilitate this process, the school has provided websites for each teacher. We ask that you do one of the following to get missed assignments:

- Go to [www.mvschools.org/ms](http://www.mvschools.org/ms) and click on individual teacher websites for assignments.
- If you have trouble accessing the website or a classmate, you should contact the teacher directly via email or phone call to request homework.

**If a student is absent from the school day, (s)he may not participate in any school events, such as sports, plays or dances on that date.**

## **Excused Absences**

Excused absences include:

- Illness
- A medical or dental appointment
- Bereavement of a family member
- Religious observance days

Parents are urged to schedule medical appointments outside of school hours whenever possible.

In accordance with MVSD Board Policy 5113, when a student has accrued 14 excused absences for any combination of the types of absences listed above, any further absence for illness must be verified by a physician.

When a student is absent for more than 20 days throughout the school year, a student may incur any or all of the following consequences: denial of course credit or lowering of a grade due to unsatisfactory

completion of work missed, referral to administration, referral to county Student Attendance Review Board, mandatory attendance at after-school program or possible retention.

### **Unexcused Absences**

All other absences, including missing a single class without a verifiable excuse, are unexcused and are not considered legal as defined by the Education Code of the State of California. Going on vacation during school days, oversleeping or staying home to finish a homework project for a class are examples of unexcused absences.

### **Extended Unexcused Absences**

Regular attendance plays an important role in student achievement. Absences as a result of family vacations are not considered excused under District Policy and California Education Code and will be recorded as unexcused.

It is the responsibility of students who are out of school for unexcused absences to make up any work missed while away. There are many assignments, including those taught and completed in the classroom setting, that cannot be made up, which may adversely impact a student's grade. Students who are out of school due to unexcused absences for more than fifteen (15) consecutive student school days will be un-enrolled from school and must re-enroll with the district upon return. There can be no guarantee that a student, upon reenrolling, will return to the classes/teachers from which he or she left.

### **Illness Policy**

Regular attendance at school is necessary for your child to receive full benefits from school. It is your duty to send him/her to school every day unless he or she becomes ill. However, we know that sick children seldom, if ever, gain anything by attending school. It is better to keep them at home where they are most likely to get the necessary care for recovery and early return to school. Keeping ill children at home also protects other children and the school staff.

#### **Your child should be kept at home when you suspect he (she) is ill or observe the following:**

Diarrhea	Vomiting
Skin Rash	Ear Infections/Earaches
Sore Throat	Red and Runny eye(s)
Elevated Temperature (>100°F)	Pain
Early signs of colds, such as sneezing, runny nose and/or coughing	

Keep your child home at least 24 hours after a fever (>100°F) and 24 hours after starting antibiotics.

### **Medication**

If your child needs to take medication at school, you are required to send a completed Medicine Authorization Form signed by you and the health care provider with the medication each school year. Medication must be in the original prescription bottle, and administered by school personnel. All medications must be stored in the main office, as students are not allowed to carry with them any form of medication, unless they have a signed Medical Authorization Form and have met with the district nurse. If a child is experiencing symptoms such as a headache, school personnel cannot administer over the counter medication unless parents/guardians have completed the Medical Authorization Form and supplied the medication. The Medicine Authorization Form can be found on the school's website on the district nurse link. Distributing medication to classmates is grounds for suspension and possible expulsion.

## **Tardy Policy**

All MVMS students are expected to act responsibly by getting to their classes on time. Arriving late to class puts students at a disadvantage. They miss out on valuable teaching and learning, they disrupt the learning of others, and they start the day disorganized and behind. Academic performance may suffer over time. All tardies (including tardies to class once at school) are reported to the attendance office each period. In any given trimester, consequences for tardies are listed below. *Please note that students arriving to school 30 or more minutes late, without a valid excuse from parent/guardian, may receive an after school detention.*

- 5 Tardies - Possible meeting with an administrator and parent contact
- 10 Tardies - Formal referral, letter from administration, Wednesday School, and may contribute to loss of privileges assigned to that trimester.
- >10 Tardies – Office Lunch on day of the tardy

Excessive tardies (>10) may lead to additional notification, parent conference with the Assistant Principal, and referral to the MVMS Student Attendance Review Board (SARB). Please note that teachers may have their own classroom tardy policies; they may detain students after school for up to ten minutes without notifying parents in advance. The school will do everything possible to work with parents to help students stay in school. However, students, with the help of their parents/guardians, are ultimately responsible for addressing their tardy problems.

## **Truancy**

Education Code Section 48260 defines a “truant student” as one who has been absent from school without a valid excuse or tardy in excess of 30 minutes. Furthermore, Education Code Sections 48261, 448262, 48264.5 defines a “habitual truant” as one who has been absent from school without a valid excuse for three days, or tardy in excess of 30 minutes on each of three days, or any combination thereof, in a school year.

The formal procedure for addressing truancy includes issuing letters of notification to parents of truant students, meeting with the Assistant Principal and/or counselor as a means of intervention, request to appear before the MVSD Student Attendance Review Board (SARB), and referral to the Marin County Student Attendance Review Board, which may result in a student attending an alternative school setting.

# TECHNOLOGY USE AND INTERNET AGREEMENT

## **Educational Computer/iPad Use and Internet Privileges**

The Marin County Office of Education and the Mill Valley School District provide educational computer accounts, allowing access to the Internet. Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network depends upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of your responsibilities. In general, the smooth operation of the network requires efficient, ethical, and legal use of network resources. If a user violates any of the following terms and conditions, school computer use and Internet privileges will be revoked and future access may be denied. The Mill Valley School District computer use is governed by policies and administrative regulations established by the Board of Trustees.

## **Terms and Conditions (for Educational Computer Use and Internet Privileges)**

*Acceptable Use* - The use of your school computers must be in support of education and research and consistent with the educational objectives of your district. Use of another organization's network or computing resources must comply with the rules appropriate for that network.

*Unacceptable Use* - Transmission of material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, illegal, threatening, harassing, violent or obscene materials, and matter protected by trade secrets. Altering or removing computer files not belonging to the user, installing unlicensed software, creating links to inappropriate materials, disconnecting equipment, and vandalism of any kind are also prohibited. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. Any transmission or reception of pornographic material is expressly prohibited and will result in the cancellation of your computer privileges.

## **Privileges and Consequences**

The use of school computers and the use of the Internet are privileges, and unacceptable use will result in the cancellation of those privileges. The system administrator may revoke privileges at any time as required. The administration, faculty, and staff of any district school may request that the system administrator deny, revoke, or suspend specific user privileges and that appropriate school disciplinary action be taken. Depending on the severity of the violation (to be determined by the system administrator and/or administration), computer privileges may be revoked for an extended period of time. A student who has his/her computer privileges revoked is not allowed to use **any** computer at her/his school site.

## **Indemnification**

The Marin County Office of Education and the Mill Valley School District make no guarantees of any kind, whether expressed or implied, for the service they are providing. The Marin County Office of Education and the Mill Valley School District will not be responsible for any damages you suffer. This includes loss of data resulting from faulty software or equipment, delays, nondeliveries, misdeliveries, or service interruptions caused by their negligence or your errors or omissions. Use of any information obtained via the school computers and/or the Internet is at your own risk.

## **Computer Use Rules**

- Food and drink are not allowed in any computer area.
- Personal iPads, kindles or laptops are not permitted in school unless student has prior permission from administration.
- Outside software is not permitted on any computer; no software is to be downloaded, stored, or installed on any computer or in any computer account.

- Pirated software (*warez*) and MP3 are not to be downloaded or stored on any computer or in any user's account.
- Modification or removal of computer files that are not your own is now allowed.
- All copyright laws are to be observed. Copyrighted material is not to be placed in the system without the author's permission.
- You are not to move or disconnect any computer or peripheral device or piece/part of any equipment. Contact a supervisor or teacher concerning problems with any of the equipment.
- Appropriate behavior and common courtesy are expected at all times.
- You should not send anything to a printer unless you absolutely need a hard copy of the information; do not print Web sites without knowing exactly how many pages will be printed; do not print multiple copies of any document without specific permission.
- If a student brings their own portable device to school, they are expected to have it in good working order with the battery fully charged. Student use of portable devices must be teacher-approved and teacher-supervised. All devices are to remain in the possession of the student and turned off at all times, unless directed and supervised by a teacher for class use. MVMS is not responsible for damage, loss or theft, whether accidental or deliberate, to any equipment brought to school by the student.
- Do not read other users' electronic mail or files, nor attempt to delete, copy, modify, or forge others' files or email.
- Do not interfere with others' ability to send or receive email.
- Do not disseminate personal identification information about yourself or others, including personal address, social security number, and phone number.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Do not use the system to encourage the use of drugs, alcohol, tobacco, or any illegal/inappropriate activities.

## **Security**

Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem on the network, notify your teacher, the system administrator, or the principal. You are not permitted to use another individual's account, and you should never allow anyone else to access your account. If, at any time, you feel that your password may have been compromised, see the system administrator immediately to have your password changed. You are responsible for all activity that occurs with your account. Attempts to login to the network as a system administrator or gain unauthorized access will result in the cancellation of your computer privileges.

## **Vandalism**

Vandalism will result in the cancellation of your computer privileges. Vandalism is defined as any malicious attempt to alter, harm, or destroy data of another user, computers, accessories, the Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading, downloading or creation of computer viruses.

## **Restitution and Consequences of Contract Violation**

Students may be suspended or subject to other disciplinary actions for violation of this contract as provided in the current school Student Handbook under the provisions of Education Code 48900 (k): disruption of school activities and willful defiance of the valid authority of the school. Students will be required to provide restitution for damages to school equipment while the student is logged into any computer.

## **Duration of Agreement**

The duration of this agreement begins upon signing and ends when the student leaves the Mill Valley School District. This agreement is binding in all district schools and will be included with all paperwork forwarded should a student change schools within the district.



## **1:1 Program Behavior Guidelines**

The items below illustrate behavior guidelines for appropriate student use of school-issued 1:1 Program iPads. Personal iPads, Kindles, phones, or any other electronic devices are required to be turned off during the day. For more information on the 1:1 Program, or more details regarding student conduct and acceptable use, please refer to the 1:1 Program Agreement and other documents at: <http://www.mvschools.org/onetoone>.

<b>iPad Use</b>	<b>Procedures/Expectations</b>	<b>Progressive Consequences</b>
Being Prepared for Class	*Students must bring iPad to school everyday *All iPads must be fully charged at the beginning of the day	1) Warning 2) Parents notified by teacher 3) Referral to administration
Classroom Use	*Students may only use iPads as directed by teacher in each classroom *iPads are intended for academic use only	1) Warning 2) Parents notified by teacher 3) Referral to administration <i>*Severity of inappropriate use may result in immediate referral and/or confiscation of iPad by administration</i>
Lunch and Recess Use	*Students MAY NOT use iPads during recess or lunch.	1) Warning 2) Referral to administration
Loss or Misplacement	*Students are responsible for the safe-keeping of their iPads at all times *If left in class, teacher will turn into office at lunch or after school *If left outside of classroom, it will be turned into office	1) Repeated misplacement may result in referral to administration
Theft	*Theft must be reported to <a href="mailto:ipadsupport@mvschools.org">ipadsupport@mvschools.org</a> immediately *For students with insurance, a police report must be filed and copy of report submitted to the Mill Valley School District Technology Department *For students who do not have insurance, replacement cost is the responsibility of the family	
Damage	*Damage must be reported to <a href="mailto:ipadsupport@mvschools.org">ipadsupport@mvschools.org</a> immediately *Spare iPads will be provided for student use during repairs *Students who do not have insurance will be responsible for the cost of any and all repairs	

### **iPads Left at Home**

Any student who forgets his/her iPad at home may have the progressive consequences seen under the “Being Prepared for Class” section. If an iPad is left at home, parents can deliver it to the front office for the student to pick up. The iPad must be clearly labeled with student’s first and last name. Parents should hand the iPad directly to office personnel and not left in the cupboard used for forgotten lunches.

# TRANSPORTATION TO AND FROM SCHOOL

MVMS encourages students to walk or bike to school as much as they can. It's safer, healthier, cleaner and more fun for the students than riding in a car. Wednesdays are Walk and Roll Wednesdays at MVMS (run by Safe Routes to School and Student Council). The Mill Valley School District is part of a model program for the nation that promotes children walking and biking to school.

## **Bicycles**

*Safety and Security* - State law requires helmets must be worn when riding a bike. Bicyclists riding in or near the parking lot before and after school need to be extremely careful because of drop-off and pick-up traffic. Bicycles must be locked up to the bike racks. The campus has bike racks at each end of the campus, and it is essential that students lock/secure their bike before school. Students bring their bikes to school at their own risk, as MVMS is not responsible for personal items. Students are urged to bring their own bike locks to lock their bikes to the racks.

*On Campus* - Students are never to ride inside the building. Bikers riding to and from school should enter from the west at the Camino Alto Gate and follow the fence line bike path to the bicycle racks or enter from the east parking lot and walk to the bicycle racks. With the exception of the fence line bike path, bicycles are not to be ridden on campus during the school day; they must be walked. Violations may result in disciplinary consequences, including confiscation.

## **Skateboards and Scooters**

*Safety and Security* - State law requires helmets must be worn when using skateboards and scooters. All skateboards and scooters are to be left in the student's first class each day and picked up when school is over. ***Motorized scooters are not permitted.***

*On Campus* - They can only be used before and after school. If used during school hours, these items will be confiscated and will be kept in the school office and parents notified. Skateboards and scooters may not be ridden inside the buildings or on campus.

### *Consequences for Riding on Campus*

1<sup>st</sup> Offense – Item kept in office until the end of the same school day and phone call home.

2<sup>nd</sup> Offense – Item kept in office until the end of the next school day (including weekends).

3<sup>rd</sup> Offense - Parent may pick up the item in 7 days (including weekends) at the end of the school day and have a parent conference.

## **Carpooling to School**

If you must drive your student to school, please carpool. Note that traffic congestion continues to be a major problem at the school, so we suggest you drop-off/pick-up at alternate locations such as MV Community Center by the baseball diamond (not the front door), Safeway, Miller Avenue 7-11, Hauke Park, Rite-Aid/Whole Foods parking lot.

## **Drop-Off Zone**

MVMS has one drop-off zone. Please drive east on Sycamore Avenue past the gym, follow the drop-off signs and make a hard left turn into the drop-off lane, which is parallel to Sycamore Avenue and next to the gym. Drive all the way forward along the curb, drop your student at the curb, and exit slowly. Do not enter the staff parking lot, which is the larger lot next to the drop-off zone. Please be cautious, safe, and courteous of all students crossing the driveway entrance to the staff parking lot as we have had many near accidents at this location. The parking lot in the front of the school is NOT open for drop-off/pick-up.

### **School Bus Program**

This program is designed to help alleviate traffic congestion in Mill Valley. There are two school bus routes to the middle school (one drops-off at the Mill Valley Community Center). One comes from the Strawberry Point neighborhood and the other serves the downtown and Homestead area. For more information about the School Bus Program, routes, and the purchase of passes, please visit the website at <https://transit.mvschools.org>. Questions regarding the School Bus Program can be directed to Annette Gamboa in the front office.

### **Dangerous and Reckless Drivers**

We encourage all our students to be vigilant, and to note the car make, color, driver and license plates when they see drivers operating their vehicles dangerously or recklessly. Every school in Mill Valley has “Driver Alert” forms at the office, which students or parents can complete. The school office will fax this form to MVPD, and the registered owner of the car is sent a warning letter by MVPD.

# GENERAL INFORMATION

## **Change of Address**

It is imperative that you keep all emergency card and student information current, including changes in phone numbers and e-mail addresses. If you move, you must provide three current proofs of residency to the school registrar. You may also email changes to [directory@mvschools.org](mailto:directory@mvschools.org). Changes that are sent to this email address are intended for the District's Directory and are not reported to the middle school.

## **Home-School Communication**

Parents are strongly encouraged to sign up for email communication on [www.mvschools.org/ms](http://www.mvschools.org/ms). Parents and students are made aware of school activities and students' progress through a variety of means.

These include:

1. The school website, [mvschools.org/ms](http://mvschools.org/ms)
2. PTSA Panther Press, monthly newsletter e-mailed home
3. Parent group email for special communications or announcements
4. The MVMS Daily Bulletin read aloud each morning and posted on the web
5. Midterm Progress Reports
6. Report Cards
7. MVMS Handbook available to students on iPad and on the webpage

## **Lost and Found**

Lost articles are kept in a large container in the library hallway. Unclaimed items are sent periodically to charitable organizations. MVMS is not responsible for personal items.

## **Messages and Forgotten Lunches**

Only emergency messages from parents will be delivered to students. If your student has forgotten a lunch, a parent may bring it to the office and leave it clearly marked in the front office cabinet with first and last name. Students are not routinely notified of items that have been dropped off for them; they are expected to check for any items independently. Do not drop off lunches on a regular basis. Students should either have a lunch pre-ordered at the Panther Café or bring their own lunch each day in their backpack.

## **Panther Cafe**

We are proud to serve healthy lunches. Please refer to the MVMS website for directions on how to order. [www.mvschools.org/ms](http://www.mvschools.org/ms)

## **Money and Valuables**

Cell phones, cash, iPads, etc. are all vulnerable to theft when students leave them in unattended backpacks or classrooms. Electronic items are not allowed to be turned on during the school day. We highly recommend they NOT be brought to school, as we cannot keep them secure. For this same reason, no more than \$10 should be brought to school. The school is not responsible for lost or stolen money, or personal items.

## **Book and Textbook Replacement Policy**

If a student loses a textbook or library book, they or their parents are required to pay for its replacement. Similarly, if a student damages any school equipment, including sports uniforms or the personal belongings of another student, these items must be repaired, when possible, or replaced. Yearbooks and/or end of year privileges may be withheld if books are not returned in good condition or paid for.

## **School Building Hours**

MVMS doors open every morning at 8:00AM, but students may not enter the building prior to 8:35 unless prior arrangements with teacher and/or staff member have been made. Before that time, there is limited adult supervision on campus. The school building closes to students on Monday, Tuesday, and Thursday @ 4:00PM, Wednesday @ 2:45 and Friday @ 3:30PM. Students must be off campus by those times, unless they are participating in supervised clubs, sports, or working with a teacher. Students may not loiter on campus after school.

## **Visitors**

In order to maintain a safe instructional environment, all visitors are **required** to register at the front desk upon entering and leaving the campus. Campus visitors who fail to register will be required to return to the front office.

- Parents and other adults wishing to talk to teachers or visit classrooms must make an appointment with the teacher.
- All visitors, including parents, must wear a visitor's pass.
- No students from other schools are allowed to visit our campus or shadow classes.

## **Tobacco Free Campus**

As part of our commitment to the health of our students and community, Mill Valley Middle School is proud to be a tobacco free school. Tobacco use is prohibited on all school property and at all school sponsored events. This is in compliance with California Health and Safety Code, Section 104420 and any non-compliance will be enforced, as mandated by Mill Valley School District Policy (BP 3513.3). Resources are available on campus to help stop student use of tobacco.

# STUDENT ACTIVITIES

Mill Valley Middle School offers students many activities, such as spirit days, assemblies, student recognition activities, contests, and community service projects. Yearbook, clubs, after school sports and intramural games are organized periodically at lunch times. In order to be eligible to take part in extra curricular activities including, but not limited to, student council or after school sports, students must meet academic and behavior eligibility standards (see below). All these student activities are designed to make MVMS a fun and rewarding environment. Students will hear about these activities from their student council representatives as well as through announcements in the daily bulletin.

## After School Sports

After school sports programs operate during various times of the school year. We offer volleyball, basketball, wrestling, cross-country, and track and field. Listen for announcements in the daily bulletin. There is a participation donation that will be requested of all participants.

## Project Wisdom

As one step towards creating a more positive school environment for all students, MVMS has adopted a program called Project Wisdom. Project Wisdom is a special curriculum which provides schools with quotes and words to live by. These quotes by famous people encourage students to reflect upon important moral and ethical values. The quotes are preceded by an anecdotal story that demonstrates the application of these values in one's daily life. Project Wisdom provides thought provoking messages that inspire and teach students as well as stimulate discussions in classes. The messages are read by students over the school's PA system each morning following the Daily Bulletin, and all students are expected to listen quietly during this time.

## School Dances

Each grade level participates in a student dance during the course of the year. A 6th grade dance is held in January, 7<sup>th</sup> grade dance in March, and the 8<sup>th</sup> Grade Graduation dance in June. The 6<sup>th</sup> and 7<sup>th</sup> grade dances are fundraising events for Student Council.

### *Rules:*

1. You must have your student body ID card for admission.
2. Only MVMS students who have been in school that day may attend (no visitors).
3. No one may leave before the end of the dance unless parents come inside to accompany the student out of the dance.
4. Students who behave inappropriately (inappropriate dancing, running, etc.) may be asked to leave. Parents will be called to pick them up.
5. Parents must be available to pick up students any time during a dance, as well as promptly after the dance. It is the parents' responsibility to arrange for pickup if they are not available.
6. Any student on the Loss of Privileges list at the time of the dance/party will not be allowed to attend.

## Student Council

This is the decision-making organization of the students, which operates under the MVMS Constitution. The purpose of the student council is to promote school pride, to organize special events for students, and to organize community service projects. It strives to provide students with opportunities to take on leadership roles in our school and to make specific contributions to our community. Fall elections are held for the officers. Serving on the student council is a wonderful opportunity to develop leadership skills and to contribute to MVMS.

## **WEB (Where Everyone Belongs)**

WEB is our middle school orientation and transition program that welcomes incoming sixth graders to MVMS. Its goal is to make their introduction and transition to middle school as smooth and comfortable as possible. WEB teacher advisors train 70+ WEB eighth grade students to be WEB leaders for the school year. As positive role models, WEB leaders are motivators, leaders, and mentors, who help guide sixth graders with a variety of activities throughout the year. These activities are designed to help sixth graders learn what it takes to be successful in middle school. The goal of the year-long program is to provide a structure in which students make connections with one another. Through WEB, students learn that older students and adults care about them and their success. Please direct questions regarding this program to WEB Coordinators Jay Schulman and Anna Stearns

## **Student Clubs and Community Service**

Mill Valley Middle School has an extensive offering of student clubs ranging from Robotics to Chess. Additionally, we offer a number of community service opportunities for students to give back to the community of Mill Valley. We believe that the more students involve themselves in extracurricular opportunities, the more it will engage them in the greater school community. Student clubs and community service participation allow students to learn and grow with different opportunities beyond the classroom. Each fall, the school holds a Club Fair where students can sign-up and get involved. Community service opportunities will be announced throughout the year and information will be available online.

## **Yearbook**

The yearbook club produces a hardcover book, available for purchase by all students during the school year. This book is distributed the last week of school. The yearbook is purchased online via a link on our school website. Please note the ordering deadlines as they are posted on the website and morning announcements.

## **Academic/Behavior Eligibility Standards for Student Activity Participation**

In order to be eligible to take part in extra curricular activities, students must meet the following standards:

1. *Student Council Officers and WEB leaders*

Students must have at least a 2.5 GPA in all classes from the previous trimester, with no F's in order to be eligible to run for election for a Student Council office or WEB leader. Students must have an acceptable behavior record during the previous trimester (including the previous year) which includes no suspensions, police reports or citations.

2. *After School Sports*

In order to be eligible to participate in the Cabaret and/or After School Sports activities, students must have a 2.0 GPA from the previous trimester with no F's. Students may have no suspensions from the previous trimester.

3. *Graduation Speakers*

The eighth grade graduation speakers must have a 2.5 grade point average for the year with no F's, no suspensions during the third trimester of the 8<sup>th</sup> grade year, and an acceptable behavior record for the entire year.

*Note:* Students who fail to maintain the above qualifying standards throughout the time period of participation in such events may lose the privilege of participation. Students who are absent on the school day of an event may not participate in any school sponsored activities, such as sports, plays, or dances on that date.

# STUDENT CONDUCT

All students have the right to a public education in a positive environment free from disruptions that interfere with teaching and learning activities. In order to promote an atmosphere conducive to learning, attitudes and behaviors that promote mutual respect and harmonious relations will be highly encouraged. Additionally, all students have the right to a public education free from discrimination or harassment, including harassment based on gender, race, national origin, religion, sexual orientation, perceived orientation, disability, or any form of bullying. All students are to abide by the Mill Valley Middle School Behavior Expectations agreement and our three school rules: 1) Be kind and respectful; 2) Be safe and responsible; 3) Be honest and truthful.

## **Being Kind, Respectful, Honest, and Truthful**

Mill Valley Middle School students are expected to maintain a positive and safe learning environment for everyone. They are to respect themselves by working hard and putting forth their best efforts in (and out of) the classroom, the adults (teachers, administrators, and staff) on campus by knowing they are here for all students' well-being, and their peers, by understanding and accepting others. Any form of bullying and harassment will not be tolerated.

## **Being Safe and Responsible**

All students are expected to conduct themselves in a safe and responsible manner while in the classroom, recess, lunch, and passing periods. Horseplay, fighting, play-fighting, throwing objects inappropriately, etc., or conducting themselves in a manner that puts their safety, or the safety of others, in danger, will not be tolerated.

## **Bullying and Harassment**

Bullying (repeated harassment of a specific student or group of students) and harassment of students occurs when a student, or group of students are disrespectful to their peers. It also includes conduct that purposefully alarms, annoys, or torments a student that causes emotional distress. Types of bullying and harassment can be anything from a verbal insult, to a physical altercation that harms, insults, threatens, or hurts another student, or group of students. Bullying and harassment of others is illegal in the state of California, and schools have the right (and responsibility) to hold offenders accountable for these actions (this includes suspension from school and/or involvement of law enforcement). The same applies to any form of cyberbullying. All students have a responsibility to respect everyone on campus. Students and parents should report any types of harassment and bullying to counselors, teachers, or administrators. Additionally, we have an anonymous tip line at (415) 389-7711 ex. 2809.

## **Celebrations**

Honor your friends with cards and verbal congratulations at school. **Do not bring flowers, food, or balloons** to school as they are disruptive to our learning environment and will be held in the school office until the end of the day. Additionally, class parties honoring and celebrating birthdays are not permitted. Please make arrangements for celebrations outside of school.

## **Cell Phones and Electronic Devices**

Cell phones/iPods/personal iPads/iWatches **are to be turned off and kept in backpacks at all times during the school day** (turned off, and not on silent, vibrate, or airplane mode). Headphones and/or wireless earbuds are not allowed unless being used under teacher supervision with the 1:1 iPads. Also, parents are advised not to call/text their son or daughter during the day on their phone. If parents need to get a message to their son or daughter, they can leave it with the front desk. Inappropriate use of phones result in the consequences below:



- 1<sup>st</sup> Offense – Item confiscated and kept in the office safe, returned to the student at the end of the school day (*automatic Wednesday School if using the device as opposed to it ringing or sending an alert as a result of not turning the device off prior to school*)
- 2<sup>nd</sup> Offense – Item confiscated and kept in the office safe, returned to the student at the end of the next school day (if confiscated on Friday, not returned until Monday) and Wednesday School
- 3<sup>rd</sup> Offense – Item confiscated and kept in the safe, returned to parent after 7 days, and Wednesday School

**Classroom Rules**

Each teacher establishes his or her classroom rules that are consistent with the general rules outlined in this handbook. Teachers are responsible for informing all students about classroom expectations at the beginning of each year. Actions they may take for improving student behavior include meeting privately with a student, contacting or meeting with parents, changing student’s seating, referring a student to the school counselor, and requiring classroom community service or detention. Teachers may keep students for up to 10 minutes after school without notifying the parent/guardian. Teachers may also utilize the discipline referral process.

**Dressing Appropriately**

As a public school, Mill Valley Middle School strongly encourages and promotes all students to dress appropriate and respectful for the learning environment. MVMS also believes that the responsibility for appropriate and respectful dress rests primarily with student and his/her parents. Appropriate and respectful dress is essential in maintaining a welcoming and safe learning environment for all kids. Therefore, MVMS expects students to give proper attention to personal cleanliness and to wear clothes that are suitable and appropriate for the school activities in which they participate. MVMS is responsible for ensuring that student dress does not interfere with the health, safety, and learning of any student, and that student dress does not contribute to an uncomfortable, hostile, or intimidating atmosphere for any student, teacher, or staff member.

<b>Students Must Wear</b>	<b>Students May Not Wear</b>
<ul style="list-style-type: none"> <li>• Clothes that cover private areas of a student’s body, including the rear end for hygienic purposes</li> <li>• Shirts that extend to, or beyond the waistline of bottoms (shorts, skirts, pants, leggings, etc.)</li> <li>• Shirts and shorts/pants must have opaque, or non see-through fabric</li> <li>• Shirts with straps or sleeves</li> <li>• Pants, shorts, sweatpants, shorts, skirts, yoga pants, dresses, leggings</li> <li>• Shoes that are activity specific</li> </ul>	<ul style="list-style-type: none"> <li>• Clothes with violent language or images</li> <li>• Clothes with images depicting drugs, alcohol, or any illegal activity</li> <li>• Clothes with hate speech, profanity, pornography</li> <li>• Visible underwear (visible straps under clothing are okay)</li> <li>• Bathing suits and pajamas (not activity specific for school)</li> <li>• Headwear that obscures the face (except religious attire)</li> <li>• Hats or hoods inside the classroom or assemblies</li> </ul>

***Enforcement and Consequences***

All teachers and staff will equitably enforce dress code violations. Violation of Dress Code Policy will result in the student changing into school-provided PE clothing options. Dress-code violation clothing will remain in the office until the PE clothing is returned cleaned. Repeat offenses will result in parent contact and/or additional disciplinary measures.

## **PE Uniforms**

All students are required to wear the MVMS PE uniform, available through T & B Sports and the PE department (MVMS shirt, shorts, and sweats). Students not complying with the PE uniform will be given consequences in their PE classes. Repeat offenders will be considered a disciplinary issue. Students and families that need financial assistance to purchase a uniform should contact their school counselor

## **Gum Chewing**

Gum chewing is not allowed on campus and may result in an office referral.

## **Hall Passes**

Any student out of class during class time must have a hall pass.

## **Lunch and Recess**

*Boundaries* - Students must stay within the school boundaries (noted by red lines) during recess and lunch. Students may not be in front of the school, between the portables, behind the gym, or in other restricted areas, such as The Mill Valley Community Center. The field and courts may be used starting at 12:15. During lunch and recess, the hall doors are to be used only by students who have an emergency and need access to the office, have an appointment with a teacher or counselor, or are going to the library. Students may not leave the campus during school hours without a written note or phone call from a parent/guardian and must sign out in the office; this includes going to the Mill Valley Community Center.

*Campus Cleanliness* - Students are to dispose of all lunch items in the trash or recycling when finished eating. All litter should be deposited in waste cans; recycling bins are provided for plastic, paper and aluminum. **Glass containers are prohibited on campus.** Students found littering on campus may be asked to assist the custodians with trash pick-up during lunch

*Safety* - Tackle football and other rough contact games are not permitted. Ball games must be played on the basketball courts or field. Lacrosse sticks, baseball bats, and skateboards are not permitted outside during recess or lunch and should be stored during the day in the 1st session class.

## **Nuisance Items**

Items that distract from the educational program must be left at home or they will be confiscated until they can be returned to a parent. These include water guns, balloons, radios, iPhones, personal iPads, cameras, rubber bands, slingshots, iPods, game systems, gadgets, toys, and laser pointers (laser pointers are not allowed on campus).

## **Food on Campus**

Students are not allowed to bring food on campus for distribution to other students, unless it is for an approved classroom activity or celebration. This includes students distributing food to others before school, recess, lunch, and after school while on school property. Additionally, students are not allowed to bring glass bottles or energy drinks to school.

## **Yard, Field and Lunch Areas**

While on the yard, field, or lunch areas during recess and lunch, students are expected to behave in a respectful, safe, and responsible manner. The field is open from 12:15-12:40, and the library is open throughout lunch, although students must be in the library by 12:20PM if they wish to work in the library during lunch. Students are expected to throw all food and trash away prior to playing the field, utilizing the library, or attending any lunchtime club or activity. Below are the field, yard, and lunch area expectations:

<b>Area/Activity</b>	<b>Procedures/Expectations</b>	<b>Consequence(s)</b>
Respect	<ul style="list-style-type: none"> <li>No put downs, foul language, derogatory slurs, inappropriate comments to students or adults</li> </ul>	1) Warning/Conf. 2) Loss of Privilege 3) Office Lunch 4) Suspension
Lunch Area/ Eating/Sitting areas	<ul style="list-style-type: none"> <li>Students must be safe and responsible</li> <li>No running or horse-play on or around the lunch tables, railings, amphitheater and grassy hill by the amphitheater, play structure, stairs, classrooms, planters, and trees</li> <li>No talking back to yard supervisors</li> <li>No Eating on terraces next to science classrooms</li> </ul>	1) Warning/Conf. 2) Loss of Privilege 3) Office Lunch
Trash/Food	<ul style="list-style-type: none"> <li>All trash in the trash bins</li> <li>No throwing food or squirting water</li> </ul>	1) Warning 2) Trash Duty 3) Office Lunch
Bathrooms	<ul style="list-style-type: none"> <li>No running or going in groups</li> <li>No yelling or screaming, lingering, throwing paper towels, or splashing water</li> <li>No put-downs or negative comments to students or adults</li> </ul>	1) Warning 2) Loss of Privilege 3) Office Lunch
Playing Games at Ball Wall	<ul style="list-style-type: none"> <li>Students must be safe and responsible</li> <li>Students must be kind and respectful</li> <li>No rough-housing or physically aggressive behavior or games</li> <li>No put-downs or negative comments to students or adults</li> </ul>	1) Warning 2) Loss of Privilege 3) Office Lunch
Field	<ul style="list-style-type: none"> <li>Students must be safe and responsible</li> <li>No rough-housing or physically aggressive behavior or games</li> <li>No games with hard baseballs, sticks, racquets, or mallets</li> <li>No talking back or arguing with yard supervisors</li> <li>No food or drink</li> </ul>	1) Warning/Conf. 2) Loss of Privilege 3) Office Lunch

# STUDENT ACCOUNTABILITY

The Mill Valley Middle School administration and staff make every attempt to create a safe and positive school environment free from disruptions that interfere with teaching and learning activities. School rules are clearly outlined in this handbook. In addition, the administrators review school rules with students at the start of each year.

## The Referral Process

All Mill Valley Middle School staff, including teachers, administrators, office personnel, custodians, and campus supervisors, have the authority to refer a student to the administrators for misconduct. A referral is a written or verbal request for a higher level of disciplinary intervention by the administration. A student may receive a discipline referral for doing something that requires his/her removal from the class or schoolyard for their safety, the safety of others, or for the purpose of maintaining classroom order. Referrals can be issued for any violations of school policies listed in this handbook, including, but not limited to:

- 1) Willingly doing something that endangers or could endanger other people
- 2) Using obscene language or gestures
- 3) Making remarks that are racist, homophobic or hate-motivated
- 4) Possessing dangerous objects or weapons
- 5) Being in possession of or under the influence of drugs or alcohol
- 6) Continual disruptive misbehavior in class or at lunch/recess after earlier attempts to redirect student have not changed inappropriate behavior

## Administrative Actions

At the administrative level, efforts are taken to educate the student about the school rule being broken and to guide the student in making better choices about his/her behavior in the future. Parents/guardians are notified when a student has been referred to the administration for incidents which result in a consequence. Interventions include, but are not limited to, the following progressive consequences:

- 1) Student conference with the administrator including a possible first warning.
- 2) Wednesday school (after school) or Office Lunch (during lunch)
- 3) Restorative Justice
- 4) Parent/student conference with the administrator.
- 5) Suspension from school for one or more days.
- 6) Loss of trimester privileges for repeated referrals.
- 7) Request to appear before the Mill Valley School District Student Attendance Review Board (MVSD SARB).
- 8) Referral to the Marin County SARB (MCOE SARB)
- 9) Expulsion

## Restorative Justice

One of the ways we educate students about their behavior is through Restorative Justice. Our main goal is for students to change their behavior, and research shows that Restorative Justice offers students different ways to reflect on their behavior, with the ultimate goal of changing their behavior. This type of intervention is done in lieu of traditional consequences, and parents are also involved. When students are referred to the administration for the behavior, restorative practices are usually given. These practices (or consequences) may include research assignments, community service, letters of apology, counseling, youth court, and/or peer court. In some cases, traditional consequences still apply, but our school is supportive of the Restorative Justice model.

## Wednesday School

Students who violate school rules may be assigned to Wednesday School (after school) from 2:35-3:20PM. Parents will be notified by the school administration. During this time, students will be expected to remain quiet and work on homework or complete service projects assigned by the supervisor. Students who miss Wednesday School without prior notification or whose behavior is inappropriate during the time are subject to further consequences.

## First and Second Trimester Loss of Privileges (LOP)

A student who has committed a serious infraction of the rules or a series of minor infractions may be placed on the Loss of Privileges List. This is intended to raise the student's awareness of following behavior expectations and school rules, and to teach the student to be accountable for his/her conduct. The student may be ineligible to participate in schoolwide activities such as dances, certain field trips, and assemblies.

A student may be placed on the LOP list for any of the following reasons:

- Receiving 3 or more referrals in a trimester (behavior, truancy, tardiness)
- Receiving one or more days of suspension during the trimester
- Being asked to appear before the MVSD or MCOE SARB

Being placed on LOP for the **6<sup>th</sup> Grade Dance** in January:

- Receiving 4 or more referrals (behavior, truancy, tardiness)
- Receiving one or more days of suspension

Being placed on LOP list for the **7<sup>th</sup> Grade Dance** in March:

- Receiving 6 or more referrals (behavior, truancy, tardiness)
- Receiving one or more days of suspension

## Third Trimester Loss of Privileges (LOP)

### *Eighth Grade*

There are a variety of end of the year activities and honors that eighth grade students can look forward to at MVMS. It is important that eighth grade students stay focused on their work and be on their best behavior throughout the year. Students who demonstrate poor behavior, failing grades in 2 (art, music, PE excluded) or more classes during the third trimester, or three F's (art, music, PE, elective excluded) in the same class each trimester may lose privileges as indicated below:

- Three office referrals, or  
One day of suspension, or  
2 or more Fs in Academic Classes  
1) Loss of participation in dance
- Four office referrals, or  
Two days of suspension, or  
2 or more Fs in Academic Classes  
1) Loss of participation in dance, **AND**  
2) Loss of participation in class trip
- Five office referrals, or  
Three days of suspension, or  
2 or more Fs in Academic Classes  
1) Loss of participation in dance, **AND**  
2) Loss of participation in class trip, **AND**  
3) Loss of participation in graduation ceremony

An office referral is any incident that results in a consequence given by an administrator. The loss of activities is cumulative. For example, students who receive five referrals or two suspensions, lose the yearbook distribution, class trip and graduation dance. Students who do not participate in the graduation ceremony will still be promoted to high school. **A serious behavior infraction may result in the loss of all privileges, upon the discretion of the administrators.**

### ***Seventh Grade***

Seventh grade students and teachers, traditionally, go on an end of year off-campus trip. All students are welcomed and encouraged to attend this fun and relaxing day to celebrate their accomplishments during the year. Students who demonstrate poor behavior or failing grades in 2 or more classes during the third trimester may lose these privileges as indicated below:

- Three office referrals, or  
One day of suspension, or  
2 or more Fs in Academic Classes
- 1) Loss of participation in class trip

**A serious infraction may result in the loss of all privileges, upon the discretion of the administrators**

### ***Sixth Grade***

Sixth grade students and teachers enjoy an activity-filled Field Day as their end of year celebration. All students are welcomed and encouraged to attend this fun afternoon. Students who demonstrate poor behavior or failing grades in 2 or more classes during the third trimester may lose privileges as indicated below:

- Three office referrals, or  
One day of suspension, or  
2 or more Fs in Academic Classes
- 1) Loss of participation in field day

**A serious infraction may result in the loss of all privileges, upon the discretion of the administrators**

## **Grounds for Suspension and Expulsion**

According to EC 48900, administrators may suspend students and, in some cases, recommend them for expulsion, for the following:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except in self-defense.
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.  
Examples of dangerous object include, but are not limited to B.B. guns, pellet guns, air rifles, pepper spray, razors, laser pointers, brass knuckles, fist packs, nunchaku, and any object likely to cause injury to person or property that has no reasonable use at school.
4. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stolen or attempted to steal school property or private property.
9. Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not

- limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
  11. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
  12. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
  13. Knowingly received stolen school property (including electronic files and databases) or private property.
  14. Possessed an imitation firearm.
  15. Committed or attempted to commit a sexual assault as defined in Penal Code section 261.266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code section 243.4.
  16. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness, or retaliating against that student for being a witness.
  17. Unlawfully offered, arranged to sell, negotiated to sell, or sold prescription drugs.
  18. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
  19. Engaged in an act of bullying, including, but not limited to, bullying by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
  20. Committed sexual harassment as defined in the Education Code. The sexual harassment must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive as to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. (EC 48900.2)
  21. Caused, attempted to cause, or participated in an act of hate or violence as defined in subdivision (e) of Section 233. (EC 48900.3)
  22. Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or groups of pupils by creating an intimidating or hostile environment. (EC 48900.4)
  23. Made a terrorist threat against school official(s) or school property, or both. (EC 48900.7) Terrorist threats shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand (\$1,000) dollars, with the specific intent that the statement is to be taken as a threat, even if there is not intent of actually carrying it out, which, on its fact and under the circumstances in which it was made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family.

### **Hate Motivated Behavior**

Hate-motivated behavior is defined as any act or attempted act to cause physical injury, emotional suffering, or property damage through intimidation, harassment, bigoted slurs or epithets, vandalism, force, or threat of force motivated in part or in whole by hostility toward the victim's real or perceived race, color, religion, ancestry, national origin, disability, gender, or sexual orientation. Acts of hate-motivated behavior include, but are not limited to, criminal acts that are statutory violations and

- 1) Posting or circulating demeaning jokes, leaflets, or caricatures
- 2) Defacing, removing, or destroying posted materials, announcements, or memorials
- 3) Distributing or posting hate-group literature and/or posters
- 4) Using bigoted insults, taunts or slurs
- 5) Possession of hate-group literature, caricatures, and the like

A student may be suspended or expelled for any of the acts enumerated if that act is related to a school activity or school attendance that occurs at any time including, but not limited to, while on school grounds, while going to and from school, during or while going to or coming from a school-sponsored activity whether on or off campus. The teacher of any class from which a student is suspended shall provide to the student all assignments and tests the student will miss while suspended by leaving work in the office for pick up or posting on the teacher website. The teacher may require the suspended student to complete any assignments and tests missed during the suspension. Suspension days are considered excused absences.

### **Grounds for Expulsion (EC 48915)**

1. The principal shall immediately suspend and shall recommend to the Board to expel a student that he or she determines has committed any of the following acts:
  - Possessing, selling, or otherwise furnishing a firearm
  - Brandishing a knife at another person
  - Unlawfully selling a controlled substance
  - Committing or attempting to commit a sexual assault or battery
  - Hate crime
2. The principal shall recommend a student's expulsion for any of the following acts, unless (s)he finds that expulsion is inappropriate due to the particular circumstance:
  - Causing serious physical injury to another person, except in self-defense
  - Possessing any knife, explosive, or other dangerous object of no reasonable use to the student
  - Unlawful possession of any controlled substance except for the first offense of the possession of not more than one ounce of marijuana
  - Robbery or extortion
  - Assault or battery, as defined in Penal Code sections 240 and 242, upon any school employee
3. Except as provided in 1 and 2 above, the principal may recommend a student's expulsion for the student's commission of any of the acts listed as grounds for suspension or expulsion.
4. For disabled students, refer to Conditions for Expulsion according to EC 48915.5.

### **Student Attendance Review Board (SARB)**

The Mill Valley School District Student Attendance Review Board (MVSD SARB) is a cooperative effort between the school and the community aimed at keeping students in school by addressing serious attendance and behavior problems and identifying solutions. The MVSD SARB convenes as needed and is comprised of city and school officials, including representatives from the Mill Valley Police Department, community and school district administration.

Students and parents may be asked to attend the MVSD SARB for any of the following reasons:

- Chronic or excessive absences beyond the District's Attendance Policy.
- Accruing 25 or more tardies during a trimester.
- Accruing a total of 8 or more disciplinary referrals during a trimester.
- Chronic or severe misbehavior.

Students asked to attend the MVSD SARB are expected to attend the meeting with a parent or guardian. For serious truancy or discipline problems, students may also be referred to the monthly Marin County Office of Education Student Attendance Review Board (MCOE SARB) hearing. Students who meet with the MCOE SARB may be placed in a different school.

A student whose behavior has reached a level to cause him or her to appear before any SARB will be automatically placed on the Loss of Privileges list for the trimester.



# CRISIS RESPONSE PLAN

## **Emergency Information Card**

It is imperative that you return your completed emergency card by the second day of school. You must have an emergency card on file in the office. Parents will be notified of accident situations and are responsible for transporting students in case of extreme emergency. Two local emergency numbers are required for each student in case parents cannot be reached. Please contact the office immediately if your information changes.

## **MVSD Emergency Preparedness Plan**

Using the emergency preparedness model developed by the Marin County Red Cross, in conjunction with school personnel and our parent community, the Mill Valley School District has developed an emergency plan for its own use. Marin residents have learned from prior less severe disasters, that there is little or no advance warning, Highway 101 and other roads may be closed, telephones and other utilities may be out for several days. In a major disaster, deaths and injuries will exceed the capacity of our health facilities. Because public safety agencies are limited in their capabilities, it is likely that our schools and our nearby community will have to operate completely on their own for several days.

*The objectives of the Emergency Preparedness Plan are as follows:*

- To minimize injuries and loss of life of students and personnel and to ensure their safety and protection if an emergency occurs during schools hours;
- To provide for maximum use of school personnel and school facilities;
- To arrange for a calm and efficient plan for parents to retrieve their children from school, if necessary.

Should an emergency occur while the children are at school, to meet these objectives the following actions will be implemented as specified in our plan:

### *Principal Actions*

- 1) Decide if the school emergency plan is to be implemented and if students are to be dismissed
- 2) Assign available adults to tasks as needed.
- 3) Decide if evacuation to a designated shelter is necessary.
- 4) Notify MVSD District Office of status of school, staff and students.
- 5) Dismiss students to go home only to parent/responsible adult. (Child must be signed out by parent or responsible adult)

### *Teachers Actions*

- 1) Give "Duck and Cover" instructions in event of earthquake.
- 2) Evacuate building in case of fire or after an earthquake.
- 3) Take emergency folder and evacuate students to assigned area on yard.
- 4) Take emergency bag when evacuating the classroom.
- 5) Hold students in assigned yard area, take roll, and report missing students.
- 6) Certain teachers will report for assigned, special duties (e.g. first aid or search and rescue).  
Otherwise, remain with and supervise the class.
- 7) Take appropriate first aid action.
- 8) Will not re-enter buildings until deemed safe.

## **Special Information for Parents**

Telephones and Communications-In the event of any earthquake, flood, etc., keep your radios tuned to KCBS 740AM or KGO 810AM for advisory information. Please do not call the school as we must keep the lines open for emergency calls.

## **Dismissal**

In the event of a major earthquake, children will remain under the supervision of school authorities until parents or designated responsible adults can pick them up.

## **Student Release Procedures**

Please do not drive on campus. School campuses must be clear of cars to allow for emergency vehicles. The student pick-up location following a major earthquake is the basketball courts. Do not remove your child or any other child from school without having signed your name on the emergency release form. Many of you may not be able to reach school by automobile or telephone. If conditions make it necessary, we will release your child to a responsible adult. We will keep a written record of the child and the adult to whom the child has been released.

The principal or teacher in charge will determine the need to leave the building. In the event the building cannot be reoccupied, we will care for the students on campus until picked up by parents/designated adult. If children are caught in an emergency between home and school, it is recommended that they go immediately to school.

## **Food and Water Supply**

In the event that children need to remain on campus for several hours after an emergency, we have a supply of fresh water and food purchased with your contributions for emergency supplies.

## **First Aid**

Every classroom has a specially designed first aid kit and emergency backpack, and certain teachers have been trained and assigned first aid duties.

## **Emergency Card and Release Forms**

Schools are prepared to care for your children in times of critical situations. If you are unable to reach the school, personnel will care for your child until you can safely get there. In order to assist staff in the safe caring for your child, be sure you have filled out, signed and returned the Release Form (which is part of the emergency card). If there is any special medical information the school should know about, please record it clearly and notify the school office if there are any significant changes. It is vital that the school has permission to release your child to an adult deemed responsible by school personnel in the event your designated adults are unavailable. Conditions may be such that it is necessary to remove children from the immediate area. A notice will be posted on the front door of the school with the location of the students.