

Shivela Middle School



2013/2014 Student Handbook

“Attitude Is the One Key That Determines Success.”

24515 Lincoln Avenue • Murrieta, CA 92562
951-696-1406 • www.murrieta.k12.ca.us/shivela

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

Board of Education: Kris Thomasian - Paul Diffley - Robin Crist - Kenneth Dickson - Barbara Muir
Superintendent: Pat Kelley

MISSION STATEMENT

The mission of Shivela Middle School, in partnership with parents, teachers, administration and the community, is to work together to prepare our students for the future by developing the life-long commitment to learning that is necessary for their success in our global society.

PRINCIPAL'S MESSAGE

On behalf of the entire Shivela Staff, I would like to welcome you to a new school year. We look forward to a year of continued academic excellence, continued community support, positive school spirit, and an **expectation of maximum student achievement and growth**.

Please read our student handbook carefully as it contains basic information regarding our instructional program, the school and district policies concerning discipline, behavior, attendance, and achievement standards. These standards will be strictly enforced so that each student will have an equal opportunity for optimal learning and maximum achievement in a safe and orderly learning environment. We hope you will be proud to be a Shivela Panther and that you will take advantage of the many opportunities for learning and extracurricular activities that are available to you. Remember, in all your endeavors, attitude is the one key that determines success. At Shivela, **respect, pride, responsibility, and empathy are daily expectations**.

We look forward to a strong educational partnership between parents, staff, students and community. Our expectation is for students to demonstrate an **attitude towards excellence**, where learning is the number one priority and academic achievement is celebrated. We wish each student a rewarding, challenging, and successful year!

Sincerely,

Marcie Kea
Principal
Shivela Middle School
951-696-1406 ext 4099
mjkea@murrieta.k12.ca.us

ADMINISTRATION & SUPPORT STAFF

Administrative Staff

Principal.....	Marcie Kea
Assistant Principal	Mike Moore
Assistant Principal.....	Mike Lorimer

Counseling Staff

6 th & 7 th Grade	Ginger Hawkins
7 th & 8 th Grade	Sharon Tucker

Support Staff

Activities/ASB.....	Luis Scull
Attendance Clerk	Kim Reynolds
Bookkeeper.....	Tracy Quinn
Guidance Technician (A-L).....	Sheryl Alvarado
Guidance Technician (M- Z).....	Shanan Shockley
Health Technician.....	Dena Lopez
Kitchen.....	Tricia Schillinger
Library Media Technician.....	Ginelle Dexter
Receptionist.....	Linda Tucker
School Nurse.....	Lisa Van Ryzin
School Psychologist.....	Leslie Simpson
School Resource Officer/SRO.....	Officer Ontario Williams
School Secretary.....	Deanna Jarvis
School Speech.....	Bethany LeMasters
Technology Support.....	Albert Ebuon

FREQUENTLY ASKED QUESTIONS

MESSAGES & DELIVERIES

Please make travel, lunch, clothing and other arrangements with your student before he/she arrives at school. Bouquets of flowers, balloons or other gifts should be delivered to the home, and deliveries from florists will not be accepted at the front office. While we join with you in the celebration of special occasions, these items are disruptive to the learning environment. Calling into or delivering messages and items to classrooms is disruptive to the learning environment. Students should be responsible for remembering their own books, homework, permission slips, discipline forms, lunches, clothing, sports equipment or other necessities; therefore we do not deliver any items to classrooms. Please encourage your student to accept the consequences if they neglect these responsibilities. We appreciate your assistance in helping us to reserve this function for true emergencies.

CLOSED CAMPUS

Shivela Middle School (SMS) is a closed campus. During the break/lunch periods, students are to remain in the Quad area. All other areas are considered out-of-bounds and unauthorized. Students are not permitted off campus at any time unless a parent/guardian provides a written request. Attendance personnel will verify all requests.

SCHOOL VISITATIONS

Parents, guardians, and community members are welcome to visit the campus. If you desire to meet with an administrator, please call ahead for an appointment, as drop-in requests can be difficult to accommodate. Classroom visitations require a 24-hour advance notice to ensure that someone will be available to accompany you. All visitors must check-in at the front office and show a current photo ID before a guest pass is issued. We guard our learning time intensely; therefore, it is important not to disturb teachers and students during class time. In order to maintain a safe and orderly learning environment, students' friends or visitors without specific school business are not allowed on campus at any time during school hours.

COMMUNICATIONS

In this age of information, SMS administration has found it beneficial, timely and cost effective to use technology to communicate with parents on a regular basis. Email and phone systems are used to communicate regular and emergency information to students and parents. Shivela Middle School has an on-line newsletter which is utilized in place of a traditional paper newsletter. This is a great way to find out about current and upcoming school activities, testing, important events, community service opportunities and breaking news. The SMS website (www.murrieta.k12.ca.us/shivela) is a great place to

FREQUENTLY ASKED QUESTIONS (Continued)

find out information about school programs, departments, testing, report card and progress report dates, PTSA and Site Council, newsletters, the student calendar, clubs, event pictures, contact information for all staff and much more.

While the vast majority of families have internet access, other forms of communication are utilized which include the weekly announcements to students in all classrooms as well as a school-to-home automated telephone system for attendance and notification of important issues, upcoming events and various types of emergencies.

PARENT/TEACHER COMMUNICATION

Often, parents want to contact a teacher and should do so via telephone or email. Our phone system now allows for confidential individual teacher voicemails and is available 24 hours a day. You should expect messages (phone or emails) to staff to be returned within a 24-48 hour time-period, which is a professionally accepted standard. We appreciate your patience in this regard, as teacher contracted work hours are from 8:30 am to 3:30 pm daily and most have limited time to return calls during these hours.

SECURITY

There are staff, protocol and systems in place to assure a safe environment for all students and staff. SMS is a closed campus; students may not leave campus during school hours without the appropriate authorization. All visitors are required to provide picture ID, sign in at the Reception Desk and receive a guest pass. Specially trained campus security staff and administrators supervise all areas of campus and meet regularly with the local police department. A Murrieta Police Department officer is also assigned to campus during school hours. SMS has an extensive video-surveillance system, along with a 24-hour security patrol, as deterrents to crime. The district provides regular InterQuest canine visitations to search for illegal substances. All students, staff and community members are encouraged to utilize the We-Tip hotline (7 days/week, 24 hours/day) to report suspicious campus activity or crime information at 1-800-78-CRIME.

PERSONAL ELECTRONIC DEVICES/CELL PHONES

Cell phones, electronic readers (Kindle, Nook, etc...), electronic games (PSP, Gameboy etc...), iPods, and MP3 players are not to be seen during the school day unless they are being used for instructional purposes and under direct supervision of the instructor. Please refer to the policy on electronic devices located within the handbook.

POLICY FOR CLASS OR SCHEDULE CHANGES AND GRADES

CLASS or SCHEDULE CHANGE REQUESTS

At Shivela Middle School, registration is based on a year-long schedule. Students are enrolled in a full day. Schedule changes can only be considered for the following three criteria:

1. An incomplete schedule
2. Scheduling conflict
3. Testing data indicates that they need to be in either an advanced or remedial class

Requests for schedule changes must address one of the above and must be obtained from and submitted to the appropriate counselor on the class change request form.

ABI ACCESS THROUGH PARENT PORTAL

Student grades can be accessed through our parent portal. Please contact Sheryl Alvarado (A-L) or Shanan Shockley (M-Z), our guidance technicians, for sign-in information and an access code to review your student's attendance, progress, assignments in class, missing assignments and current grades.

GRADING REPORTS

Progress reports from each class will be emailed to the parent's email address, if provided, or sent home with the students approximately every six weeks (see calendar). Semester report cards will be emailed following the Winter Break and one week after school ends in June. If you do not receive the semester report card, a duplicate will be available in the Student Services office. Depending on workloads, it may take up to two working days to make a duplicate report card. Duplicate progress reports may be requested from the teacher. Semester report cards are emailed to the email address given at orientation. Weekly and daily progress report forms are available for students in Student Services.

HOMWORK & FINALS POLICIES

HOMWORK

The homework philosophy is relevant and directly related to course objectives. The purpose of homework is one of five examples listed below:

Introductory Homework
Learning Homework
Reinforcing Homework
Assessment Homework
Performance Homework

Introduce a new concept of information to be used later in class
An assignment that adds to a student's knowledge base that can be done independently
An assignment that strengthens a student's knowledge base
An assignment to be graded that helps guide instruction
An assignment designed to allow the student an opportunity to demonstrate understanding and learning

Although the Murrieta Valley Unified School District recognizes that quality is more important than quantity, the following guideline is suggested in our Board Policy: Grades 6-8 may have 60 - 75 minutes of homework up to four days per week. It should be noted that in grades 7-8, the homework time may vary according to the rigor of subjects a student is taking and the student's individual abilities.

Make-up Homework Policy: When a student is absent from school, it is his/her responsibility to contact teachers upon returning to school regarding make-up work. (*The teacher may also be contacted via email or telephone.*) The time allotted for making up missed work will vary depending on the circumstances surrounding the absence, the actual time out of school, and the teacher's classroom policy. The make-up policy for missing assignments when a student is not absent is at the discretion of the individual teacher. If a student is suspended, the California Education Code states that teachers are not required to provide missing work. **Please read individual teacher guidelines for their specific homework and late homework policies.** Some teachers, although not all, accept late work which may be turned in during the unit/chapter of study or within a specific time period with a penalty such as a reduced grade based upon the lateness of the assignment. Assignments may be corrected/resubmitted at the discretion of the teacher. Students are encouraged to correct/resubmit assignments when the opportunity arises.

ELECTRONIC DEVICES POLICY

The electronic device policy, based on recent legislation (listed below), allows students to have cell phones on campus for emergency situations only. Therefore, cell phones are allowed on campus but must be **turned off and out of sight during school hours**. Students will not be given permission to leave class to return or answer a cell phone call. **Students may not have cell phones out during class for checking time, calculating, taking pictures, text messaging, incoming/outgoing calls, electronic bullying, electronic threats, "sexting" (sent via cell phone) or for any other reason. Absolutely no cell phones, cameras or recording devices are allowed in locker rooms or bathrooms.** If parents need to get a message to their son/daughter, they need to contact the office if it is urgent in nature or leave a voicemail on the child's phone to be received after school once the dismissal bell rings.

Electronic devices, other than cell phones, are not to be brought to school. This includes any audio or video devices such as earbuds, headphones, iPods, MP3/MP4 players, electronic readers, CD players, games, etc. They may not be used in school without specific permission from and supervision by staff. **If you choose to bring a cell phone or any other electronic device to school, you do so at your own risk. The school does not have staffing to investigate or be responsible for loss or theft of any electronic devices. Loss or theft of any item should be reported to the School Resource Officer.**

California Education Code Section 51512 provides for...disciplinary action to be taken if a student uses, without expressed permission from a teacher, any electronic recording or listening device:

"The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person other than a pupil, who willfully violates this section, shall be guilty of a misdemeanor. Any pupil violating this section shall be subject to appropriate disciplinary action.

ELECTRONIC DEVICES POLICY (Continued)

CONSEQUENCES

First Offense – The electronic device is taken away by the staff member and placed in a secure location. The student may pick up the device at the end of the day.

Second Offense – The electronic device is taken away by the staff member and taken to the office. The parent must come in to pick up the device from an administrator.

Third Offense – The electronic device is taken away, and taken to the administration office. The parent must pick up the device. The student will receive disciplinary action for defiance.

CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES “NO-GO LIST”

Shivela has a “No-Go” policy as part of the school disciplinary plan. The No-Go policy works in conjunction with disciplinary visits to the office. A No-Go list is generated at the time of a special activity. Students with excessive or severe disciplinary incidents will be placed on the No-Go list and will not be allowed to participate. Activities that are affected by the No-Go list include but are not limited to school dances, the talent show, ASB contests/activities, special entertainment assemblies, cross country meets, school and district track meets, field trips, and end-of-year eighth grade activities. There are no exceptions made to this policy. Students may lose the right to attend an activity after purchasing a ticket. If this occurs, the ticket price will be refunded. Exceptions will not be made because a student purchased special clothing for the event.

SMS DRESS CODE

The purpose of adopting student dress code standards is not to infringe on the individual student’s right to freedom of expression, but rather to encourage all students to adhere to policies that promote a unified community, avoid any disruptions to the learning environment, and provide for the safety of the students.

All students are expected to know SMS Dress Code expectations. Parents, we need your support with this, so we ask that you review the Dress Code with your student prior to shopping for school attire so that school-appropriate clothing is chosen. School clothing should be safe and appropriate for a variety of instructional or educational activities. Students should be properly/modestly dressed and should not cause undue attention or be offensive to others. Students who violate the Dress Code will meet with a school administrator and be assigned appropriate consequences.

NOTE: We do not want students to miss instructional time, but inappropriate clothing creates a disruption to the learning environment. Students who are not appropriately dressed will be brought to the office and then sent to an On-Campus Intervention (OCI) classroom until a parent/guardian can bring the student appropriate clothing. Our focus is on learning, yet we need to make sure our students are dressed appropriately for instructional activities on campus.

EXAMPLES OF INAPPROPRIATE CLOTHING

- Jeans with holes/slits in them 4” or higher above the knees
- Clothing that exposes undergarments (sagging or low cut pants, low cut tops, and tops that show bra straps)
- Garments that, when standing, sitting or walking, show stomach or back (whole or partially)
- See-through clothing or garments with netting
- Pajamas or slippers (except during Spirit Week)
- Garments with pictures, wording and/or symbols depicting the following:
 - Tobacco, alcohol, drugs or associated paraphernalia
 - Sexually explicit content or numbers
 - Lewdness or obscenity (including nudity or nude silhouettes)
 - Bracelets with inappropriate words or themes
 - Offensive content (including foul language)
 - Hate or defiance
 - Violence or weapons (brass knuckles, grenades, guns/knives)
 - Iron cross or Nazi/neo-Nazi Symbols
- Garments that are intimidating or endanger a student

- Hats must be worn facing forward and must be removed when indoors.
- Hair nets, hair picks, do-rags or bandanas
- Hanging belts or belt buckles with inappropriate symbols or initials

SMS DRESS CODE (Continued)

- Chains, spiked earrings or clothing, or spiked accessories
- Safety pins as jewelry or accessories

FEMALE-SPECIFIC ITEMS NOT ALLOWED

- Tube tops/off the shoulder tops
- Tops exposing any part of bra (including straps)
- Spaghetti straps
- Tops that expose cleavage
- Tops that expose most to all of back (single strap, razor back and halter tops)
- Skirts/shorts/skorts *MUST NOT be higher than 4" above the knee* even if leggings/tights are worn underneath.
- Torn jeans/slits cannot be worn unless tights or stretch pants are worn underneath them.
- Tights/Leggings unless covered by other appropriate clothing to cover 4" above the knee. This includes "jeggings," yoga pants, or similar items if so tight that they resemble tights/leggings.

MALE-SPECIFIC ITEMS NOT ALLOWED

- Bandanas
- Sagging pants (outer garments must be pulled up to the waistline) – no exposure of shorts or undergarments
- Tank-style shirts with large arm hole openings
- Chains, spiked earrings or clothing, or spiked accessories
- Hanging belts or belt buckles with inappropriate symbols or initials

No list of dress and appearance guidelines for students can be written that will anticipate all potential dress and grooming extremes. In the case of questionable dress or grooming that is not specifically covered in the list above, the administration will make the final decision. Appropriate action will be taken at that time, and when necessary, a home contact will be made seeking parental cooperation and assistance.

The administration retains the sole discretion to make the final determination whether clothing, jewelry, accessories and/or appearance meet acceptable standards. All school certificated and classified personnel shall be responsible for reporting violations of this dress code. When a dress code violation occurs, the students will be required to change into proper attire. Students will not be allowed to alter the inappropriate clothing such as pulling down, unknitting shirts, pinning bra straps or covering up with a jacket. Wearing inappropriate clothing is not accepted at SMS. Continued violations of the dress code will be considered defiance and will be referred to an administrator for disciplinary action.

Consequences

First Offense – The student is brought to the office and the parent is called to notify him/her of the violation. A warning is given to the student to make sure to review and follow the SMS dress code. Student is allowed to change into PE clothes (first offense only).

Second Offense – The student is brought to the office and the parent is called to bring the student a change of clothing, and detention is assigned for defiance. *(If a parent is unable to bring a change of clothing to their child, the student will be assigned to On Campus Intervention (OCI) for the remainder of the school day.)*

Third Offense – The student is brought to the office and assigned Saturday School or suspension for defiance.

Please note: Argumentative behavior toward any staff member over the decision of inappropriate clothing will result in disciplinary action.

Administration reserves the right to determine appropriate dress code.

SMS Discipline Matrix – CODE OF RESPONSIBILITY

It is the responsibility of every SMS student to know and follow school rules. By doing so, you will be a productive and successful member of the SMS learning community. Student behavior is expected to reflect the SMS mission statement. We expect for our students to be self directed learners who demonstrate concern and respect for others. If students make poor decisions, they will be held accountable for their actions.

This matrix lists the most common violations, but other forms of behavior may also result in discipline. California State law says that a student may be disciplined, suspended or recommended for expulsion based on "reasonable cause." Please note that the discipline matrix also applies before and after school (on the way to school, on the way home from school) and at school-sponsored activities. Students with disciplinary issues will be placed on a "NO-GO LIST" for student activities. The administrative team monitors student activity privileges.

Behavior Expectations: Respect, Pride Responsibility, Empathy	School Rule Based Upon CALIF. EDUCATION CODE	1st Consequence	2nd Consequence	3rd Consequence
DRUGS/ALCOHOL				
<i>MVUSD utilizes InterQuest Canines for random school facility searches. The primary goal of this program is to discourage students from bringing anything illegal to campus.</i>				
Students confronted with any situation regarding drugs/alcohol are expected to: 1) Walk away; 2) Report the incident to an administrator; 3) Not accept any drugs, alcohol or dangerous objects; 4) Immediately report to an administrator if something has been placed on your person or in personal belongings (backpack, PE locker, purse/wallet).				
Model positive behavior and contribute to the well-being of the school community.	Alcohol or illegal drugs are not allowed on any part of campus including parking lots or at any school related activity. You may not unlawfully possess, use, sell or otherwise furnish or be under the influence of, or unlawfully offer, arrange or negotiate to sell, any controlled substance, alcoholic beverage or intoxicant of any kind. Nor can you sell, deliver or otherwise furnish to any person another liquid substance or material and represent the liquid, substance or material as a controlled substance, alcoholic beverage or intoxicant.	Five day suspension, behavior contract, and police involvement. Mandated referral for expulsion for sales.	Five day suspension, police involvement and recommendation for expulsion. Mandated referral for expulsion for sales.	Five day suspension, police involvement and recommendation for expulsion. Mandated referral for expulsion for sales.
SMOKING, POSSESSION OF TOBACCO OR SMOKING PARAPHERNALIA				
Engage in higher-level thinking and contribute to a clean school environment.	You may not possess or use tobacco or any product containing tobacco or nicotine. Nor may you possess or unlawfully offer, arrange or negotiate to sell any drug paraphernalia including lighters.	Referral Murrieta Police Department (M.P.D.) for a citation	One to three Day suspension, referral to M.P.D. for a citation	Three to five day suspension, referral to M.P.D. for a citation
ROBBERY, THEFT AND EXTORTION				
Act with personal integrity and follow school behavioral expectations.	You may not commit or attempt to commit robbery, theft or extortion nor may you steal or attempt to steal school or private property, including buying/selling electronic equipment, electronic games, hats, candy, etc.	One to three day suspension and referral for possible expulsion, behavior contract, police involvement.	Three to five day suspension and referral for possible expulsion. Police involvement.	Five day suspension and referral for possible expulsion. Police involvement.
THROWING FOOD/OBJECTS				
Contribute to a clean and orderly school environment and treat others with respect.	You may not cause or attempt to cause damage to any person, school or private property.	One to three day after-school detention and behavior contract.	Three to five day after-school detention or Saturday School.	One to five day suspension.
WEAPONS / DANGEROUS OBJECTS				
Uphold a culture of safety and respect for others and contribute to a positive school culture.	Use or possession of any dangerous object is prohibited. You may not possess, sell or otherwise furnish any firearm or knife, or any explosive or other dangerous object. Nor may you possess an imitation firearm, meaning a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.	Five day suspension. Behavior contract. Possible recommendation for expulsion. Referred to M.P.D. for citation.	Five day suspension. Referred for expulsion. Referred M.P.D.	Five day suspension. Referred for expulsion. Referred to M.P.D.

SMS Discipline Matrix – CODE OF RESPONSIBILITY (Continued)

Behavior Expectations: Respect, Pride Responsibility, Empathy	School Rule Based Upon CALIF. EDUCATION CODE	1 st Consequence	2 nd Consequence	3 rd Consequence
DEFIANCE				
Think about character before acting out and make the right choices for your future.	You may not disrupt school activities or otherwise willfully defy the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties including being rude, defiant and disrespectful.	OCI class suspension, after-school detention, possible behavior contract	Three to five day after-school detention/Saturday School. Parent conference.	One to five day suspension. Possibly placed on escort upon return to school.
GAMBLING				
Use every opportunity to make the right choices and positively influence others.	Gambling in any form is not permitted on campus and may result in suspension.	Detention, phone call home, behavior contract.	Detention/ Saturday School, parent contacted.	Saturday School/ One to five day suspension.
PROFANITY/SEXUAL HARASSMENT/LEWD CONDUCT/PORNOGRAPHY/SEXTING (cell phone or email)				
Model positive behavior and act with personal integrity.	Public display of affection beyond holding hands is not appropriate in the school environment. Lewd conduct, sex texting or possession or viewing of pornography of any type will not be tolerated. You may not commit an obscene act or engage in habitual profanity or vulgarity, which includes cursing, Pantsing, T-Bagging, Bean-Dipping, Titty-Twisters etc.	One to five day after-school detention or suspension, behavior contract and referral to Murrieta Police Department.	One to three day suspension/ Saturday School and referral to Murrieta Police Department.	Three to five day suspension and referral to Murrieta Police Department. Possible referral for expulsion.
FIGHTING/HARASSMENT/HAZING/BULLYING/ELECTRONIC THREATS-BULLYING				
Treat others with respect and compassion and do everything possible to resolve conflicts peacefully.	Fighting, harassment, hazing, intimidation, or bullying (including cyber-bullying) is not tolerated. You may not cause or attempt to cause or threaten to cause physical injury to another person or willfully use force or violence upon the person of another, except in self-defense. You also may not engage or attempt to engage in any form of hazing, pushing or shoving, sexual, verbal, physical harassment and unwelcome sexual gestures (even among friends). You may not harass, threaten or intimidate any student who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that student for being a witness, or both.	One to Five Day suspension. Referral to Break Through w/ Behavior contract. Possible charges filed with Murrieta Police Department citation and/or arrest.	One to Five Day suspension. Possible charges filed with Murrieta Police Department citation and/or arrest.	Within the student's tenure in MVUSD: Five Day Suspension, arrest by Murrieta Police Department, involuntary transfer, possible expulsion, and charges filed with Murrieta Police Department.
DAMAGED/STOLEN SCHOOL/PRIVATE PROPERTY – VANDALISM				
Model positive behavior and act with personal integrity.	You may not cause or attempt to cause damage, or steal or attempt to steal, school or private property. Restitution will be required for all damaged/stolen property and charges will be filed with Murrieta Police Department.	Two to five day suspension/ Saturday School. Behavior contract.	Four to Five day suspension/ Saturday School. Charges filed with Murrieta Police.	Five day suspension and/or referral for expulsion. Charges filed with Murrieta Police Department.
ACADEMIC DISHONESTY				
Take personal responsibility for academic performance and act with integrity.	Academic dishonesty includes but is not limited to: cheating, copying homework, projects, tests, notes, using notes without permission, forging, altering or duplicating school or teacher documents or signatures, plagiarism, communicating answers to another student, and using an electronic device to send or receive test data or information (e.g. text messaging, taking pictures and/or video). <u>ANY FORM OF ACADEMIC DISHONESTY WILL NOT BE TOLERATED</u>	Loss of credit for assignment/test/ project with no make-up permitted, parent notification, conference with AP/Counselor, Saturday School and Behavior Contract.	Loss of credit for assignment/test/ project with no make-up permitted, parent notification, conference with AP/Counselor and One to three day suspension.	Loss of credit for assignment/test/ project with no make-up permitted Three to five day suspension, conference with AP/Counselor and parent.

SMS Discipline Matrix – CODE OF RESPONSIBILITY (Continued)

Behavior Expectations: Respect, Pride Responsibility, Empathy	School Rule Based Upon CALIF. EDUCATION CODE	1 st Consequence	2 nd Consequence	3 rd Consequence
ELECTRONIC DEVICES				
Engage in classroom activities and utilize effective work habits.	Students are discouraged from bringing any type of electronic devices (CD, MP3, cell phones, iPods, Electronic Readers, Electronic Games, pagers, cameras etc.) to school. When visible, in use and/or disruptive to learning environment, they will be confiscated and turned in to the Administrative office.	Warning. Device taken for the remainder of the day. Device may be returned to student at end of school day. Parent contacted.	Device taken for the remainder of the day. Parent contacted. Device released to parent.	Third offense and thereafter - considered defiance (see "Defiance"). Parent contacted. Device taken and released to parent.
TRUANCY				
Embrace the culture of continuing education and follow school behavioral expectations.	A truancy is defined as: a student who is found on or off campus, but is out of his/her assigned class or out of bounds during the school day without a hall pass this includes being in the restroom during class or in another classroom without permission.	Parent conference with AP or counselor, behavior contract and possible citation by SRO/Murrieta Police.	Three to five day detention and possible citation by SRO/Murrieta Police Department.	OCH, suspension, possible citation by SRO/Murrieta Police Department and possible referral to SARB.
TARDINESS				
Display a motivation for learning and utilize effective work habits.	Timeliness to class is an essential aspect of academic success. Students who are not in class when the bell rings are deemed tardy. Students who are more than 30 minutes late to any class are deemed truant. See tardy policy.	3 tardies = one day after-school detention, parent contacted	6 tardies = one to three days after-school detention, parent contacted	9 tardies = Saturday School, parent contacted, possible behavior contract, possible referral to SARB. Continued tardiness considered defiance, could result in suspension.
DRESS CODE				
Contribute to a positive school culture and model positive behavior.	All students will dress in compliance with the SMS Dress Code. See "Dress Code" in the Student Handbook for details.	Warning – reminder of consequences. Parent contacted. Allowed to change into PE clothes or student waits in OCI until proper clothing arrives.	Change clothing – Parent contacted to bring clothing. Student waits in OCI until proper clothing received. One to five days after-school detention.	Considered defiance (see "Defiance"). Parent contacted. Saturday School/Suspension one to five days. Possible behavior contract.
GUM				
Model positive behavior and act with personal integrity.	In an effort to keep Shivelva's facilities clean, gum is not permitted on campus at any time.	Warning – reminder of consequences.	Parent contacted. After-school detention assigned.	Considered defiance (see "Defiance"). Parent contacted. Saturday School assigned.

DEFINITIONS: OCI: On Campus Intervention M.P.D.: Murrieta Police Department SARB: Student Attendance Review Board S.R.O.: School Resource Officer

ACTIVITIES AND CLUBS

Shivela Middle School has many activities, clubs, and programs available to enhance your educational experience. Our student activities program will host many events such as dances, assemblies, community service projects, recognition programs and cultural events that are designed to ensure all students are actively engaged in school.

ATTENDANCE POLICIES

**Call the Attendance Line: 951-696-1406, Option 1
(24 hours/7 days a week)**

Expected Behavior

Good attendance is a priority at SMS and a key to academic success. Students are expected to be on time and prepared for each class. We need parent assistance in ensuring that this occurs and in following re-admit procedures properly and in a timely manner.

Re-admittance Procedures and Calling in Absences

Parents should call the attendance line on the day their student is absent. If a parent has not called, students should return to school after an absence with a signed note from a parent or guardian that includes the reason and date(s) of the absence. **Students are considered truant if the parent has not called the Attendance Line or sent a note to school with the student at the time of readmission.** It is important that all absences are cleared within one day as California Education Code states that teachers do not have to give makeup work for unexcused absences. Parents, please contact Mr. Moore, the assistant principal in charge of attendance, if your student will miss five or more days due to serious illness, hospitalization or injury.

To report an absence, please call the attendance office at Shivela. This is a 24-hour number with full voicemail capacity. Please contact us on or before the day of your student's absence and leave the following information: **a) the student's name and grade (spell the last name), b) date of absence, c) reason for absence, d) your name and relationship to student, and e) a contact phone number.**

Arriving late to school

Please provide a written note or call the attendance office if your student is late for school; please indicate the reason for the late arrival i.e. (illness, doctor's appointment or personal). Instruct your student that he/she needs to report to the attendance office when arriving at school in order for the absence/tardy to be cleared. Be aware that the teacher's tardy policy is still in effect even if a parent clears the tardy. Your student is considered truant until the absence is cleared. The school will only clear absences with a verified written note or telephone call from a parent/legal guardian. Please include the date(s) of the absence, reason for the absence, and sign the note. Students cannot write and sign notes for parents. This is considered a forgery and students will receive a student behavior referral to administration. Please keep in mind that teachers require absences to be cleared by the next class meeting. Email messages cannot be accepted.

Picking Up a Student Early

Please come to the Attendance Office and present picture identification to the clerk. Students will not be released to any individual not listed on the Emergency Card (filled out annually during registration), unless you make prior arrangements with the Attendance Office. Students will not be called out of class prior to the parent's arrival. **Please understand, if you wish to pick up your student after 2:00 pm, it may take longer due to staffing and dismissal procedures.** Please note that retrieving a student who is in PE may take an extended amount of time. Students will not be released during school hours without a parent, guardian, or emergency contact present. During State and District testing, classes cannot be interrupted. Therefore, parents will be asked to wait until the student completes his/her test before the student will be dismissed.

Truancy

Truancy is defined as a "student who is found on or off campus or out of bounds during class time without a valid excuse or any student who is out of class later than ten minutes without a hall pass or readmit". The consequences for truancy include, but are not limited to: parent call, parent meetings, suspension, a referral to the School Resource Officer (SRO) for consult and/or citation, and referral to the School Attendance Review Board (SARB).

Tardiness and Tardy Consequences

Timeliness to class is also an essential aspect of academic success. Students who are not in class when the bell rings, are deemed tardy. Please provide a written excuse for each tardy in excess of 30 minutes or phone the Attendance Office prior to arrival with the reason for the late arrival (illness, doctor appointment, or personal). A student is marked tardy within 30

minutes and truant after 30 minutes if they arrive with no excuse for being late. Students with excessive excused tardies will be assigned tardy consequences and the parent will be notified. Continued concerns with tardiness will result in parent meetings

ATTENDANCE POLICIES (Continued)

and possible suspension. Please see the “Tardiness” section of the SMS Discipline Matrix for detailed information on tardy consequences.

Personal Business/Family Trips

Students who miss school for pre-planned family trips or other personal business need to notify the attendance office prior to the start of the absence. They must also notify each teacher in writing five school days in advance if they want to request work for the period of time they will be absent. These absences are unexcused according to state guidelines. It is the student’s responsibility to turn in makeup work on the day the student returns to school. Please note that makeup work completed during personal business/family trips may not coincide with class work and academic progress may be adversely impacted. We strongly recommend personal business/family trips be scheduled during breaks. Final exams and End-of-Course exams will not be given early due to vacations or family trips. Students must prearrange pre-planned trips and make arrangements with the teacher to take the exam when the students return from the trip. In order to not compromise common examinations, early finals will only be given in extreme situations.

DANCE POLICY

Several school dances are held during the school year. Students must have I.D. cards to attend any school dance. Students must attend school on the day they attend a dance. Students must follow the SMS dress code for all dances. The cost of dances may vary, and in most cases, *if your son/daughter is a PTSA member* they will enjoy a savings. Once students arrive at a dance, they must remain in the MPR for the duration of the dance. Students who leave a dance early by being picked up by a parent may not return. All students who attend the semi-formal/formal dances cannot be on the “no-go” list, and/or have any library or bookkeeping debts. A “no-go” list is developed before each dance – (see “No-Go List” section of the handbook). **To prevent inappropriate dancing and ensure the safety of your student(s), please read over the following dance rules with your student. Students will be removed from the dance if they fail to abide by all SMS rules.**

Dance Behavior Rules

- **All Students MUST Stand While Dancing**
- Both feet must be on the ground, break-dancing excluded from this rule
- No dancing while bending in an acute or 90° angle with the partner behind them.

- **No Inappropriate Touching**
- No touching someone below the waist
- Dancing face-to-face and front-to back is accepted as long as there is ample space between dance partners

- **No Dancing That Could Potentially Hurt Others**
- No jumping on other people
- No mosh pits
- No running during a dance

Reminder – electronic devices are brought at your own risk.

HEALTH OFFICE INFORMATION

EMERGENCY CARDS

Each student must have an emergency card on file each year that includes current parent contact information as well as 2 – 3 local contact numbers in case of an emergency, injury or if a student is ill. This must be submitted at the beginning of each school year and updated during the year if numbers or information changes. It is extremely important to have current contact numbers because if we are unable to reach a parent or contact person, we may be forced to call 911 if a student is in need of medical care. All attempts will be made to contact the parent prior to contacting any emergency contact. If the student is being picked up from school and it is not due to our request (not due to illness or injury, etc.), we can only release them to the emergency contact if we have prior permission from the parent.

MEDICATION

California Education Code 49423 requires that any student who takes medication (including over-the-counter medications) during the school day must have written parent permission as well as written physician permission on file. All medications must be stored in the Health Office (students are not allowed to carry medications with the exception of inhalers and diabetic supplies, but written permission must be on file). Medications must be brought to school by an adult and must be in their

HEALTH OFFICE INFORMATION (Continued)

original, labeled container (no baggies or individual pills). Each medication must have a separate permission form completed. Forms are available in the Health Office or on the District Website under Health Services.

HEALTH PROBLEMS

If a student has any health problems the school should be aware of, such as arthritis, scoliosis, hearing loss, heart problems, diabetes, allergies, etc., please notify the school nurse, Lisa Van Ryzin, so we can work together to make necessary adjustments to ensure each student's success at SMS. Feel free to contact Dena Lopez or Lisa Van Ryzin in the Health Office if you have any health concerns or questions.

HEALTH OFFICE PROCEDURE

For the students' convenience, a phone is located in the health office. The phone is available during break and lunch. If needed during class time, students may ask for a pass to the health office from their teacher. Cell phone use is not allowed between 8:30 a.m and 3:10 p.m. anywhere on campus.

LIBRARY INFORMATION

HOURS

The library at SMS is open from 8:30 a.m. to 4:00 p.m. Monday through Friday. Students may come in before school and after school, during break and during lunch. During class time students need a pass to visit the library. The library may be closed during book check-in and check-out at the beginning and end of the school year and during testing.

LIBRARY WEBSITE

In our traditional library setting there is a collection of books, multimedia materials, and magazines. Our "virtual" library is an information universe accessible via the library web page at www.murrieta.k12.ca.us/shivela. Once on the site, click on the "Library" link. The library web page has links to help with research projects and assignments, as well as links to other useful sites on the internet:

Below is the address of an extensive online database which requires a special user ID and password.

EBSCOHost

Reference books, magazines, newspapers & more:

<http://search.ebscohost.com>

User ID: panthers Password: panthers

GENERAL INFORMATION

A Shivela Middle School ID card is required to check out library and text books. Student ID is required to use a computer in the library.

Books are checked out for a two-week period, and notices are sent to students who have overdue books. No overdue fines are charged, but students who ignore overdue book reminders are restricted from all book check-out and computer use until books are returned or paid for.

Textbooks are also checked out through the library. Students keep a copy of their text at home and use a class set at school during class time. Copies of textbooks are available for use in the library when students need to do homework. All books are returned or paid for at the **end** of the school year.

The library environment is reserved for quiet study. Students should sit at existing seating, no more than eight per table, and conversation is limited to tutoring fellow students or small group cooperative assignments.

Please contact Ginelle Dexter, Library Media Technician, at 696-1406 ext 4075 or gdexter@murrieta.k12.ca.us with any questions or concerns.

PHYSICAL EDUCATION

PE CLOTHING

All students are expected to dress in appropriate physical education clothing for physical education class. Appropriate attire consists of a SMS T-shirt, SMS shorts or a short-sleeve, plain gray T-shirt and black shorts with elastic waistband, no pockets, and no more than 4" above the knee. Tennis/athletic shoes must be rubber-soled and have laces. Socks must also be worn. In addition to the uniform, students may wish to wear sweats for cold weather days. SMS sweatshirts and hooded sweatshirts are available for purchase. Sweats brought from home must be plain black or gray. Sweats may not be cutoffs and may not have any lettering or designs. Pants, jeans, jackets and flannels are not permitted. The Physical Education Department will not accept half shirts, torn or altered shirts, or clothing with inappropriate writing displayed. The student's name must be written clearly on the front of his/her physical education shirt and shorts and should be written in any other physical education attire to prevent loss or theft (names should not be written on tape of any kind). Borrowing or sharing uniforms between students is prohibited. Clean physical education uniforms are available for loan to students who have an emergency or economic need. The student's I.D. Card is required in order to borrow a uniform for class. On Fridays, students are encouraged to take home PE clothes for cleaning.

LOCKS/LOCKERS

All students enrolled in a physical education class will be assigned a locker to store their physical education clothing and his/her street clothes and personal belongings. Each student is responsible for securing his/her own belongings. There is no sharing of locks or lockers. Lock combinations should not be shared with others.

SEXUAL HARRASSMENT

WHAT IS SEXUAL HARASSMENT?

- Any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- Uninvited behavior that makes being in the school offensive, negative, unfriendly and/or intimidating and leads to a hostile environment that makes learning difficult.
- "This for That/Something for Something Else" is another form of harassment. Examples: The manager at the fast food place in which you work says that you will be fired if you do not engage in certain behaviors with him/her; someone blocking the door and refusing to let you through unless you agree to certain behaviors.

FLIRTING

Welcomed behavior
Leaves you feeling positive
Respectful
Flattering
Enjoyable

VS.

SEXUAL HARASSMENT

Un-welcome behavior
Leaves you feeling negative
Disrespectful
Unpleasant
Illegal

BULLYING & SEXUAL HARASSMENT OFTEN GO UNREPORTED. REPORTING IS THE ONLY WAY TO GET HELP.

WHAT CAN BE DONE? TAKE ACTION!

ASSERT YOURSELF: Tell the harasser to stop the behavior. Tell him or her aloud or in writing what behaviors you find offensive.

CALL FOR HELP: Ask for the help of someone you trust — your friends, parents or a person in authority. Tell them of your problem. Enlist friends as witnesses.

TAKE NOTES: Keep a detailed, written record of what was said and done to share with the person who investigates your complaint.

INFORM AUTHORITIES: Report the offensive behaviors to a teacher, counselor or principal. Give details and provide witnesses. This action may stop the behavior.

OPEN A CASE: File a complaint with your counselor or administrator against the person who is harassing you.

NEVER GIVE IN: If you are not satisfied with the results of the complaint, continue to take action and get help from your principal.

SEXUAL HARRASSMENT (Continued)

Sexual Harassment is based upon the impact on the victim, not the intentions of the perpetrator.

If a student has been proven to have caused sexual harassment, he/she will be suspended from school and possibly recommended for expulsion.

UNIFORM COMPLAINT PROCEDURES

When a student, parent/guardian or community member has a complaint alleging that a specific action, policy, procedure or practice is discriminatory or wishes to file a formal complaint in another area of concern, the district and SMS follow the Uniform Complaint Procedures. Complaints are made in writing and submitted either to Mrs. Kea, Mr. Lorimer, Mr. Moore, or to the district office. All parties involved in the complaint shall be notified of the complaint. The usual procedure includes a meeting/hearing and notification of the decision made to all. The complainant is also notified of his/her right to appeal the decision at the next level.