

Dorothy McElhinney Middle School Student Handbook

Animals on Campus

Pets are not allowed on campus without prior written consent from the parent, teacher, and administration. If permission is given, the animals must be caged or leashed and kept in the appropriate area. Parents are to supervise the animal at all times. Animals within the classroom environment and under teacher supervision are to be respected by all.

Annual Notification Packet

At the start of the school year, a packet of information will be sent home with each student. It will be available online for families to print, complete, and bring to orientation. This packet may contain the following documents: Emergency Information Card, Parent/Pupil Rights Notification, Sexual Harassment Policy, Notice of Consequence, Student Health Care Plan, Free and Reduced Lunch Application, Acceptable Use Contract, Disaster Release.

- It is extremely important this information is read carefully and returned promptly.
- Emergency Information Cards must be filled out accurately and returned promptly. This information is vitally important in the event of an emergency. Please include a relative's or neighbor's telephone. We request that you notify us immediately about changes of telephone numbers. Important: Please list all telephone numbers where parents can be contacted during the school day.

Assemblies

Dorothy McElhinney Middle School provides our students with an array of student centered assemblies for a variety of purposes including, but not limited to, curriculum and arts related presentations, pep rallies, awards assemblies, etc.

Absences

- California schools receive funding as a result of student attendance. Schools will receive funding only for students in attendance. Previously, schools were funded for students who had doctor appointments or who stayed home due to illness. Because of this change, we ask that you make every attempt to make appointments after school hours for your child.
- Students returning to school after an absence must submit a written or verbal explanation from the parent/guardian stating the student's name, grade level, date of absence, and reason for absence on the first day back to class.

- Parents may call our attendance line to report an absence. Follow the prompts by pressing 1 for attendance then press 1 again to report the absence.
- Habitual absences/truancies may result in family referral to the Student Attendance Review Board (SARB).
- It is the student's responsibility to make arrangements for make-up work. The student will make up any work missed during the absence, within a reasonable time determined by the teacher, based on the nature of the work missed.
- Parents calling to request missed work may do so once the student is absent for three (3) days. Teachers must be given 24-hour notice.

Personal Business/Family Trips

- A student who will miss school for a pre-planned family trip or other personal business will need to notify the office prior to the start of the absence. A written request for absence make-up work must be provided to each teacher five (5) school days prior to the absence.
- These absences are unexcused according to the State Education Code.
- **It is the student's responsibility to make arrangements for make-up work.** Make-up work for personal business/family trips must be turned in the day the student returns to school.
- Please note that make-up work completed during personal business/family trips may not coincide with class work and academic progress may be adversely impacted.
- family trips be scheduled during school breaks.

Attendance

Students will attend classes on a regular, daily basis and attendance will be a priority. Students will attend each class on time throughout the day. Students are expected to be prepared to learn when the bell rings: in assigned seat, supplies ready, personal needs taken care of, and mentally prepared to learn.

- Students entering class after the bell will be marked tardy by the teacher.
- Unexcused tardies will result in a lunch detention.
- When the tardies become habitual, we are required by law to report this to the district's S.A.R.B. (Student Attendance Review Board).

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Bullying/Harassment

Bullying or harassment of any kind will not be tolerated at DMMS. Students will face disciplinary consequences upon the first offense.

Cameras

Cameras of any kind are not allowed on campus without administrative approval. This includes film and digital still cameras, video cameras, and picture/camera phones. While we acknowledge that students will have cell phones that function as cameras, the use of these devices are restricted as described below under the topic of cell phones.

Cell Phones

The district recognizes that many families desire their students to carry cell phones for reasons of safety and emergency use. The district supports and allows possession of cell phones for those reasons. Although board policy allows possession of cell phones, it also gives the authority to school administration to restrict the use of phones. Those restrictions are:

- Phones must not be used during the school day including instructional (class) time, break, and lunch. **Phones must be turned off and put away.**
- The use of any camera on campus is prohibited, unless part of a class assignment or approved school activity, without the advanced permission of the principal. This includes the use of “picture phones” or “camera phones” for the purpose of taking or transmitting photographs.
- No student shall be prohibited from possessing or using a cell phone that is determined by a licensed physician or surgeon to be essential for the student’s health and the use of which is limited to health related purposes. The school administration may require proper documentation in order to authorize such use.

Failure to comply with the above may result in confiscation of the device and further school discipline.

Closed Campus

Dorothy McElhinney Middle School has a closed-campus policy. This means that no student is to leave the school grounds during the regular school day for any reason unless the following procedures are observed:

- Once students arrive at school in the morning, they must remain on campus unless checked out by an authorized adult – this includes between their arrival and the beginning of the school day.
- All students will remain on campus during regular school hours. Students needing to leave school during the school day must check out through the attendance office and have an authorized adult sign them out.
- Dental/Doctor Appointment: Parents/guardians are required to come to the school office when they need to pick-up a student for an appointment during the school day. The student will be released to an authorized adult (18 years and older) after office clearance has been properly obtained.
- Lunch: Students must stay on campus during lunch periods unless their parent/guardian comes to the school office and signs them out.
- Students may not remain on school campus after school hours, unless it is for a specific after-school activity and the required permission form is on file in the school office and with the supervising teacher.
- For the safety of students, adults requesting to check out a student will be required to show a valid picture identification.

Clubs

Dorothy McElhinney Middle School will provide a variety of extra-curricular activities for our students. Clubs will be available before and after school and during lunch. Clubs will vary depending on availability, staffing, and student interest.

Communication

Dorothy McElhinney Middle School adheres to an open communication policy. At DMMS, no one will be able to address the individual needs of your child better than the classroom teacher. When concerns arise **we strongly suggest parents make an effort to first contact the teacher.** A complete directory of teachers’ phone numbers and email addresses is available on our web site.

- Newsletter: A newsletter will be sent home regularly via email and a calendar will be available on the DMMS school website.
- Website: The Dorothy McElhinney Middle School website can be accessed at: www.murrieta.k12.ca.us/mms
- Email: A complete directory of DMMS email addresses is available at www.murrieta.k12.ca.us/mms
- Student Agenda Planner: Students will be

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supplied with a Student Agenda Planner and are required to list their homework assignments daily. Parents are requested to review and sign on a weekly basis.

- Parent Conferences: A teacher-parent conference may be initiated at any time by a parent or teacher. In order to hold a conference, the parties involved should make arrangements to meet at a mutually convenient time.
- Edline: Grades and assignments are posted at: <http://abi.murrieta.k12.ca.us/parent>
New DMMS parents will receive an activation code in early September. Current codes will carry over to the following school year.

Computers

Dorothy McElhinney Middle School places an emphasis on the integration of technology into the curriculum. Students must have a signed "Acceptable Use Agreement" on file in the school office to be given access to school computers.

Curriculum and Instruction

In connection with our district's goals, DMMS' curriculum and instruction aims to increase academic performance through our district-wide K-12 sequence of skills which is based on state academic standards. Students study a full, balanced repertoire of subjects including:

- Reading/Literature
- Language Arts
- Mathematics
- Science and Health
- History and Geography
- Visual and Performing Arts
- Physical Education

In addition to our strong academic foundation, Dorothy McElhinney Middle School has an emphasis on the Visual and Performing Arts. The arts are addressed through both integration within the regular curriculum and focused study on the various arts themselves. Students at DMMS will be exposed to regular, standards-based instruction in dance, visual art, computer art, drama, and music. Our staff is committed to the power of the arts in the lives of students. We work hard to utilize the arts focus to impact students' self-esteem, critical thinking skills, social awareness, and academic achievement.

Deliveries

- Because we cannot guarantee students will receive messages received late in the day,

messages will not be delivered one hour before school is out.

- Food, flowers, etc. will not be delivered to classrooms. Students may pick up the items from the front office during breaks and lunches. No balloons or glass containers are allowed.
- Lunches, books, homework, clothing, etc. will be delivered to the administration office only. Students may come to the office at break or lunch to pick up any delivery. In order to minimize disruptions to the learning environment, parents/guardians are not to make deliveries to classrooms.

Discipline Policy

At Dorothy McElhinney Middle School, responsibility, self-discipline, and mutual respect for others are important parts of each student's education. It is the students' responsibility to follow the rules of the school, treat others as they would want to be treated, and do nothing to interfere with the learning, safety and well-being of other individuals. In order to meet these objectives, the following classroom discipline policy is in force:

- STEP ONE: Warning-from teacher
- STEP TWO: Classroom consequence
- STEP THREE: Parent contact/ Detention/ Referral to administration.

Classroom consequences may include the following:

- move seat, or sit by self
- send student to other room with work to do
- set meeting with student and all their teachers
- have student phone home while in class with teacher supervision
- Detention
- Behavior contract
- other appropriate consequences

In addition, school-wide disciplinary policies may result in consequences including, but not limited to, lunch detention, suspension or Saturday School..

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Saturday School

Saturday school will be assigned to students that have had warnings and detentions assigned for breaking school rules. The main areas that will be focused upon are as follows:

Student behavior- Students that are disrespectful to staff or to their peers will be assigned a lunch detention and their parents will be contacted.

Dress Code- Students that choose not to follow the school dress code (see student handbook) will be assigned a lunch detention and their parents will be contacted.

Cell Phones- While on campus students are required to have cell phones turned off and put away. Students that choose not to follow this school policy will have their phone taken away. They will only be returned to a parent.

iPods, mp3 players or any personal music listening device- These are not allowed at school. If any staff member sees a student listening to an mp3 player of any kind they will take the mp3 player and turn it into the office for parent pick up.

Gum- Chewing gum is not allowed at school. It is unsightly when found on the sidewalks and walls around school. No one wants to step in gum on the sidewalks, touch it underneath a desk or table, or have it stuck in his/her hair.

The following steps will be taken for violation of the school rules. The first offense will result in a lunch detention. It will be documented on the student's discipline file and parents will be contacted. If there is a second offense parents will be contacted, the incident will be documented in the student's file, and Saturday school will be assigned.

Habitual Tardies- Students that are consistently tardy to school or class will have their parents contacted and a meeting with administration will be set up. If the tardies to school or class do not improve Saturday School will be assigned.

Saturday School

Saturday school will be held from 8 A.M. to 11 A.M. twice a month. Students will be required to bring school work or a book to read. A teacher will supervise the students that are required to attend Saturday School. If a student does not attend a Saturday School day that was assigned the will be given a one day suspension from school.

Dress Code

The purpose of adopting student dress code standards is not to infringe on any individual student's rights to freedom of expression, but rather to encourage all students to adhere to policies that promote a unified community and avoid any disruptions to the learning environment, as well as provide for the safety of each and every student. All students are expected to know the school dress code expectations.

INAPPROPRIATE CLOTHING

- Clothing that exposes undergarments (sagging or low cut pants, low cut tops that show bra straps)
- Garments that, when standing, sitting or walking, show stomach or back (whole or partially)
- See-through or garments with netting
- Pajamas or slippers
- 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)
 - Offensive Content (including foul language)
 - Hate or Defiance
 - Violence or Weapons
 - Gang affiliation
- Garments that are intimidating or endanger a student
- Hair nets, do-rags or bandanas
- Hanging belts
- Belt buckles with inappropriate symbols or initials
- Chains or spiked apparel or accessories
- Safety pins as jewelry or accessories
- Hats must be worn facing forward and removed when entering a classroom or office
 - Flip flops (shoes must have a heel strap)
 - High heels
- Tube tops, spaghetti straps (straps must be 1" wide)

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- Low cut tops that expose cleavage
- Tops that expose most to all of back (single strap and halter tops)
- Skirts/shorts/skortis and any shredding or holes in pants or bottoms must be to mid-thigh, or to the bottom of a student's fingertips when arms are placed at his/her side, even if leggings or tights are worn underneath.

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. However, all school certificated and classified personnel shall be responsible for reporting violations of this dress code.

When a dress code violation occurs, the student will be required to change into proper attire or have clothes brought from home to school. Continued violations of the dress code will be considered defiance and will be referred to a Counselor or Assistant Principal for disciplinary action which may include detention, or suspension.

Electronic Devices

Electronic devices and/or toys of any kind are not allowed on campus. Electronic devices include, but are not limited to, CD players, lasers, digital music devices and electronic games. Toys include, but are not limited to, trading cards, miniature skateboards, etc. Students found with these items will have them confiscated. Objects necessary for a class activity must be accompanied by a written note from the appropriate teacher and approved by the Principal. Confiscated items must be retrieved from the office by the parent/guardian only.

MP3 players and other personal music devices: The use of these items is not permitted during school hours. They are not allowed on campus unless teacher permission is granted.

Cell Phones: Cell phone use on campus is limited to before and after school off campus. Phones must be off and not displayed during school hours.

DMMS is not responsible for the loss or theft of any electronic devices brought to school.

Food Policy

- Food and drink are served and eaten in the lunch shelter area only.
- Students may eat and drink at break and lunch only.
- Glass containers are not allowed.
- **Chewing gum is not allowed.**
- Food and drink is not allowed in any classroom.
- Students are not allowed to sell food items for profit or as fundraisers for outside organizations on campus.

Food Services

- Lunch menus and applications for free/reduced lunches are available upon request. Applicants will not be given free meals while their application is being processed. Students will be required to pay full price or bring a meal to school until they are notified by mail whether their application has been approved.
- Snacks are available before school, at break, and at lunch. Snack items and prices vary.
- Please do not send your student with bills larger than \$20.00; Food Service does not keep enough change on hand. Change is not available through DMMS's bookkeeper.
- The availability of snacks and ice cream is a privilege and subject to revocation if abused by students, i.e. excessive trash in or around the lunch/break areas.
- We highly encourage pre-payment for meals on a weekly or monthly basis. Pre-payment discounts are given for multiple lunch purchases. Pre-paying helps keep the lunch lines moving quickly during lunch and eliminates the risk of your child losing their money during the school day. Visit www.mySchoolBucks.com to create or view your account.

Grade Reports

- All grade reports will be generated in our school office and will be sent home with students.
- Report cards are sent home at the end of each

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eighteen-week semester. Report cards are also filed in the student's cumulative record.

- Progress reports are sent home at the sixth and twelfth week. These reports are a statement of pupil progress from the teacher to the parent/guardian. The progress report does not become part of the student's cumulative record.

Hall Passes

Students not in the classroom during class time are required to have a pass at all times. Students must obtain a pass from their teacher before coming to the office. Remember to be polite and patient in the office areas.

Health Services

- A district nurse and/or health technician will be present on campus at all times. Students should obtain an office pass to receive medical attention. Students must have an emergency card on file in the office in case of accidents. Parents will be notified of accident situations and are responsible for transporting students except in cases of extreme emergency.

Homework Policy

- Philosophy: Homework is a valuable part of the instructional program, with extension and expansion of student learning facilitated by the assignment of meaningful and manageable student work. Generally, homework is to be done independently, or with minimal supervision. Parents are encouraged, however, to show interest in their child's homework and to provide an appropriate setting, free of distraction, to promote quality work. Teachers regard homework as an important indicator of student performance and will provide feedback and reinforcement to the student in a timely manner.
- Implementation: Generally homework will be assigned Monday through Thursday evenings. Middle school students may average a total of 60-120 minutes of homework per evening. Please refer to individual teacher guidelines for specific homework policies.
- 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 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. Each student will make arrangements with his/her teachers for turning in this work. If a student is out for three (3) days or more, the parent may call and request work. Teachers must be given 24-hour notice.

A student's grade may be affected by frequent absences.

- Pre-planned family trip/personal business: Parents will need to contact each teacher five (5) school days in advance to request work for the period of time they will be absent. (see Absences)
- Student Agenda Planner: Students are supplied with a Student Agenda Planner and are required to list their homework assignments daily. Parents are requested to review and sign on a weekly basis. Planners may be replaced at a nominal fee.
- Website: Homework and grades are posted at <http://abi.murrieta.k12.ca.us/parent>
- ABI pass codes are issued in the first semester, prior to the first progress report.

Identification Cards

- I.D. Cards will be issued in the fall, after school pictures have been taken.
- Students are required to present this card:
 - When requested to do so by any school official
 - Upon admission to a school function (for example, dances)
 - When checking out material from the library
 - Do not LOAN or GIVE this card to any person. It will be confiscated without refund.
- I.D. cards, whether lost or stolen, will be replaced at a nominal fee (payment in advance to DMMS ASB).

Library - Textbooks

It is very important that all students follow all library policies on returning library and textbooks. Books checked out through the library should be returned in the same condition as when borrowed. Failure to return books in a timely manner will result in disciplinary action such as school detention and loss of extra-curricular activities. Students must show their Student Identification Card to check out a book from the library.

Textbook Library Fines will be assessed per MVUSD Board guidelines.

- M.V.U.S.D. Board Policy 6161.2 states: When property of the district is lent to students, the Governing Board expects that it

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shall be returned in a timely manner, with no more than usual wear and tear. If the property has been willfully cut, defaced, or otherwise damaged, or if the student refuses to return it at the request of the district employee, the district shall afford the student his/her due process rights and subsequently may withhold the student's grades, diploma, and transcripts until the student or parent/guardian has paid all damages. As provided by the law, the parent/guardian of a minor shall be liable for all damages caused by the minor's misconduct. (Education Code 48904)

Lost and Found

Items left in classrooms or on campus will be put into a storage bin on campus. Items not claimed at the end of the each quarter are donated to charity. Smaller items will be located in the school attendance office.

Medications

In compliance with California Education Code (Section 49423), when an employee of the school district gives a medication to a student, the employee must be acting in accordance with the written directions of a physician and with the written permission of the child's parent or legal guardian. These authorizations must be renewed whenever the prescription changes or within 12 months of the signed authorization form. The prescription label on the container is not acceptable as a physician's statement. Over-the-counter medications will be given only if prescribed by a physician or dentist.

We require all medications to be stored in the Health Office and to be administered only when the physician's and parent's/guardian's signed permissions are on file. **Children are not allowed to have medication in their possession at school, walking to and from school, or on the school bus.** This practice provides for the safety of all students on campus. The only exception to this policy is if the student's well being is in jeopardy and the medication, such as an inhaler for asthma, is carried on his/her person. The appropriate release forms can be obtained from the school and must include a statement from the physician that the student's well being is in jeopardy unless he/she carries the medication.

Medications must be provided to the school in the container, in which it was purchased, with the prescription label attached, and must be prescribed to the student to whom it will be administered.

School personnel cannot give medication brought to school in a plastic bag, plastic ware, or any other repackaging. Out-of-date medication will not be administered. An adult must bring the medication to school along with the completed authorization form.

If you anticipate a visit to your child's physician or dentist and expect that medication may be prescribed or the dosage changed, please stop by the school health office for the appropriate forms.

See also: HEALTH SERVICES

Notice of Consequences

The Board of Education and staff of the Murrieta Valley Unified School District believe in safe schools. The District supports a policy of safe schools and will enforce the consequences listed below upon students involved with controlled substances, possession of a firearm, or brandishing a knife at another person. Any offense involving drugs, alcohol, dangerous objects, and all sexual assaults and batteries will be reported to the proper legal authority.

EXPULSION IS MANDATED UPON THE FIRST OFFENSE FOR VIOLATION OF THE PROVISIONS OF EDUCATION CODE SECTION 48915 C (1), (2), (3), (4) AND (5) WHICH ARE:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault.
5. Possessing explosives.

Under certain circumstances expulsion can be recommended on a first offense for any violation of Education Code 48900, including but not limited to:

1. Using, possessing, selling, furnishing, or being under the influence of any controlled substance (illegal drugs or alcoholic beverage) or intoxicant of any kind. [Ed Code 48900 (c)]
2. Possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object. [Ed Code 48900(b)]

These regulations apply to students in all school related activities, including, but not limited to the following:

1. On school grounds (this includes the parking lot, as well as vehicles on school property)

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2. Going to or coming from school
3. On lunch break, whether on or off campus
4. Going to, during, or coming from a school-sponsored activity

PTSA

The DMMS teachers and staff encourage you to become a part of our Parent, Teacher, Student Association (PTSA). It is a wonderful way to become a part of your student's school career through such programs as Book Fairs, Red Ribbon Week, and classroom volunteers. These are just examples of some programs and your help will ensure that these and many others will continue.

Public Displays of Affection

Students are expected interact appropriately with their peers on campus. Students who have inappropriate or unwanted contact with other students will have school consequences assigned.

Restroom Privileges

Students should make every effort to use the restroom before school, during breaks, at lunch, and during passing periods. (Teachers may grant or deny restroom privileges at their discretion.)

Safety

- Students must walk at all times on campus unless otherwise instructed.
- **Earthquake Procedures:** The procedures to use in case of an earthquake will vary depending on the severity and frequency with which the tremors occur.
 1. If you are inside the building:
 - a) One long ring of bell will signal "Duck and Cover".
 - b) Stay away from windows, cabinets, and any objects that might topple over.
 - c) At the end of the earth movement, evacuation procedures will be followed to clear the building.
 2. When outside:
 - a) Stay away from the edge of the building, overhead structure, or power lines.
 - b) Walk silently and stay with class.
 - c) Wait for specific instructions from your teacher.
- **Fire Drills:** Dorothy McElhinney Middle School conducts regularly scheduled fire drills. Evacuation instructions are posted in each classroom.

School Sponsored Events

School events sponsored by Dorothy McElhinney Middle School are subject to the following requirements:

- I.D. Cards must be presented in order to gain admission.
- Only DMMS students may attend. Guests from other schools are not allowed.
- Faculty members and chaperones have full authority to admit, refuse admission to, or remove any student from an event.
- School rules and dress codes apply at all times.
- Students are expected to be courteous, friendly, and polite.
- Students who do not display appropriate behaviors will be required to leave. Parents will be contacted and required to pick up their child. Until such time as they arrive, the student will remain with the administrator in charge.
- All events will be scheduled at the discretion of the principal, ASB Advisor, and Student Government.
- **Any student suspended/expelled, with excessive tardies, or who has lost privileges for any other reason may not attend any school event during the time of their consequence.**

School Supplies

Students should come to class prepared with two (2) sharpened pencils, a blue or black pen (no neon or pastels), lined paper, and appropriate books.

Student Expectations

Dorothy McElhinney Middle School is committed to quality educational programs for all students. In order to achieve our goal, students, staff and parents must share the responsibility and support the following student expectations:

- Respectfulness (Courtesy and respect to self, others, and personal and school property is expected)
- Focus on Learning (Includes being prepared, having materials, and being attentive)
- Positive Attitude (Follows directions, demonstrates cooperation)
- Demonstrates Pride (Respect for self, others, groups, and school)
- Commitment to education (Takes advantage of instructional opportunities)
- Appropriate Communication (Includes verbal and written, as well as gestures)

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Student Leadership

Students may apply to participate in Student Leadership in lieu of a regular elective class. This class allows students to explore the various leadership roles and functions that help govern our school. ASB officers will be elected by the students in accordance with the ASB constitution. ASB is in charge of scheduling and organizing school-wide assemblies such as dances and pep rallies, lunchtime activities, and other school functions.

Student Pickup

The following must be observed when picking up a student during school hours:

- We value your child's education and request that all efforts are made not to pull your child out during school hours.
- To minimize the amount of time your child will be out of class, we will pull your child once you arrive at student services. There is no need to call the office prior to your arrival.
- Only approved contacts, as specified on the Emergency Card, will be allowed access to the child.
- The contact must be at least 18 years old.
- The contact must have a photo I.D.
- You will experience delays when pulling your child from their P.E. class, during breaks and lunches, and/or near the end of the school day. Please plan accordingly.
- **Please do not attempt to pick up your child within the final 30 minutes of the school day.**

Student Recognition

Dorothy McElhinney Middle School implements several activities and awards/rewards for those students who demonstrate excellence or improvement. At the end of each semester, assemblies are held and awards given to recognize students who have achieved high levels of performance.

Additional special awards/rewards/activities include:

- Dance Privileges
- Positive Phone Calls Home
- Music During Lunch
- Lunch with the Principal

Suspensions/Expulsions

To further guarantee each student's right to a quality education, the violation of school rules

may result in one of the following disciplinary actions:

- Students are removed from school and may not participate in, or attend any school functions, during the period of suspension/expulsion. Students will also lose all extra-curricular activities within the given period of suspension.
- The most severe form of discipline, expulsions, is utilized in extreme cases (weapons, teacher assaults, explosives, alcohol, drugs, etc.). During an expulsion, students are removed from school for a specific period of time and may not enroll in any other district school. During this time, students may not attend school functions on any campuses within the MVUSD.
- The following causes of suspension, expulsion, and other disciplinary actions are applicable while on school grounds, while going to or coming from school, during the lunch period whether on or off the campus, during, or while going to, or coming from, a school-sponsored activity.
- A student shall not be suspended or recommended for expulsion unless the superintendent or the principal of the school in which the student is enrolled determines that the student has violated provisions of the Education Code of the State of California (Section 48900) listed below.
- **Any of the following offenses will, at the discretion of the administrative staff, result in suspension, expulsion, or both.**
 - a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
 - a) (2) Willfully used violence on the person of another, except in self-defense.
 - b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
 - c) Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
 - d) Offered or arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then 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.
 - e) Committed robbery or extortion.

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- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco.
- i) Committed an obscene act, or engaged in habitual profanity or vulgarity.
- j) Unlawful possession of or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
- k) Disrupted school activities, or willfully defied the authority of school personnel.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm. (Reasonable person concludes replica is a firearm.)
- n) Committed or attempted to commit a sexual assault or sexual battery (as defined in section 261, 266c, 286, 288, 288a, 289, 243.4 of the Penal Code).
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding (for the purpose of preventing that pupil from being a witness/retaliation for being a witness).
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- s) A pupil who aids or abets, as defined in Section 31 of the Penal Code.

** Education Code 48900.2, Committed Sexual Harassment (Grades 4 – 12)

** Education Code 48900.3, Caused, attempted to cause, threatened to cause, or participated in an act of hate violence (Grades 4 – 12)

** Education Code 48900.4, Intentionally engaged in harassment, threats or intimidation directed against a pupil or group of pupils. (Grades 4 – 12)

** Education Code 48900.7, Terroristic threats against school officials or school property, or both.

A student may not be suspended for more than twenty (20) days per school year. For suspendable offense following the twentieth day of suspension, the district recommends expulsion. The principal may recommend expulsion at any time. A teacher may also suspend any student from his/her classroom for the day of the behavior and the following day for any of the aforementioned reasons.

While a student is under suspension, he/she may not participate in any extracurricular activities of the school. The suspended student is not allowed to be on or adjacent to any school campus within the MVUSD. Students also lose all extra-curricular activities within the given quarter of the suspension.

EDUCATIONAL OPTIONS FOR EXPELLED STUDENTS:

1. Home Education run through the Riverside County Office of Education
 2. Independent Study (Community School) run through the Riverside County Office of Education
 3. Private School
 4. Enrollment in another district. Law requires that a district must be informed upon enrollment if a student has been expelled.
- **STUDENT'S RIGHT TO A HEARING.** All school suspensions will be preceded by an informal conference between the student and a school administrator during which the student shall be informed of the reason for the suspension and the evidence that supported the action. The student will be given the opportunity to present his/her version of the incident and supporting evidence. In emergency situations this opportunity may not be afforded, but a conference shall be held within 72 hours or as practical.
 - If it is determined that the student is responsible for a suspendable violation, the student may be suspended for no more than five (5) consecutive school days at one time. No single suspension may exceed five (5) school days, unless a recommendation of expulsion is pending before the Board of Education.
 - **PARENT'S CONFERENCE AND RIGHT OF APPEAL.** When a student is suspended, the principal or designee will make a reasonable effort to contact and inform the parent/guardian. In no case shall a student be sent home during the school day without first notifying the parent/guardian. The parent/guardian has an appeal right to the superintendent's designee following a conference with the site administrator.
 - **RIGHT TO COMPLETE ASSIGNMENTS AND TEST.** Suspended students will be allowed to complete all assignments and tests missed during suspension, which can be reasonably provided. Upon satisfactory completion of the work, the student shall be

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given full credit. The teacher of any class from which a student is suspended may require the suspended student to complete all assignments and tests missed during the suspension. (added by Stats. 1983, Ch. 498) (Education Code 48913)

- Students suspended for all alcohol and drug violations (48900 c, d or j) may be required to participate in a district funded program of assessment, counseling referral, and monitoring. Failure to comply may result in a recommendation of expulsion.

Telephone

- **STUDENTS MAY NEVER USE THE PHONE TO CALL PARENTS TO PICK THEM UP WHEN THEY ARE FEELING ILL. They must go to the Health office to be assessed by the School Nurse and/or Health Technician.**
- Cell Phones: Cell phones must be off and not displayed during school hours. Students who desire to place a call during break or lunch need to come to the office and ask permission to use the phone.
- Students may use the phone in Student Services.
- Office Phones are not available for student use except for emergency situations. Forgotten homework, lunches, and PE clothing are not considered an emergency.
- Classroom Phones are **NOT** for student use under any circumstances.

Transportation

- Students must have a bus pass to ride the bus, and may only ride on their route. Please call 696-1600 ext. 1196 for transportation information.
- Bike racks are available for students to lock up their bikes.
- Students riding skateboards or scooters to school should bring a combination or keyed padlock so they can lock them in the racks supplied by the school.
- Students are required to wear helmets when riding their bike, scooters or skateboards to and from school.

Visitors

Parents are encouraged to visit the school. All visitors are required to check in at the office and present valid identification. Those wishing to visit classrooms must have approval from the teacher

and principal 24 hours prior to their visit. Minors may not visit the school during school hours.

Volunteers

Dorothy McElhinney Middle School encourages parents to become involved at our school. All volunteers must sign in at the office and must wear a visible visitor's pass. Volunteers who have contact with students, in an enclosed area, for four (4) hours or more per week are required to have a TB skin test. Do not let this prevent you from coming to our school and helping. 3-1/2 hours is a lot of time to donate to our school. For more information, please call the school.

Volunteer Registration Form – Required

Adult volunteers for our school are required to complete a Volunteer Registration Form at the school office. This information will then be checked by our Human Resources Department against the Murrieta Police Department's "Megan's Law" computer database.

Withdrawal from School

Two (2) days advance notice should be given by parents/guardians who plan to withdraw their student from the school district. This notice must be given in the school office where the student will be given instructions for withdrawal procedures. All textbooks must be turned in and school fees and book fines paid before a student leaves or transcripts will be withheld. Parents requiring copies needed for enrollment at their new school must provide 24-hours notice to the Dorothy McElhinney Middle School office.

Revised 7/15/2011