

Villegas Middle School



Student Handbook 2022-2023

Mrs. Moorhouse
-Principal

Mr. Aguilar, Mrs. Burcham, and Mrs. Mora
-Assistant Principals

Mrs. Carrillo , Counselor
Mrs. Esparza, Counselor
Mrs. Ontiveros, Counselor
Mr. Velazquez, Counselor
Guidance Office: (951) 358-1699

Main Office: (951) 358-1695
Attendance: (951) 358-1698
Library: (951) 358-1701
OCI: (951) 358-1700

General Information

School Hours
8:15 a.m. – 3:00 p.m.

Office Hours
7:30 a.m. – 4:30 p.m.
School Phone Numbers

Office	358-1695
OCI	358-1700
Bus Transportation	785-0122
Attendance	358-1698

Lunch Costs

Breakfast \$2.00 Lunch \$3.25
Milk \$.050

*Free or reduced lunch card (if qualified)

A wide variety of items are also available at the snackbar at various prices. It is recommended that students do not bring cash in excess of \$10.00 onto campus at any time.

Address and Telephone

It is the student and parents' responsibility to notify the school if there is a change of address or telephone number. Every student is expected to have on file a current number of an emergency contact for use when a parent cannot be contacted. It is extremely important that current information be on file in the office at all times.

Bus Transportation

*Home to school transportation has been discontinued.

Requirements below exist for the purpose of bus use for school activities and school-sponsored events. Students must have their bus pass/permission slip and student identification each day/time in order to ride the bus.

Lost, stolen, or damaged ID cards and bus passes can be replaced for a \$10.00 processing fee. Report to the office at Villegas Middle School for a new ID card.

Good behavior is expected from all students while they are riding the bus for a school activity. All school rules apply on the bus. Any student who violates the bus rules or the school rules while on the bus will face disciplinary action which will include the loss of his/her bus privileges for a specified period of time, depending on the severity of the rule infraction.

The following bus regulations must be adhered to for safety reasons:

- ✓ The bus driver has **complete** authority on the bus. Students are to respect that authority.
- ✓ Each student must ride the bus to which he/she is assigned.
- ✓ No students will be permitted on the bus until the driver is aboard.
- ✓ Students will not be permitted to ride the bus without a valid student ID.

Students with after school detentions must provide their own transportation. Specific information regarding the rules and regulations can be found in the bus contract.

School Supplies Needed

Having a successful year is determined by a positive attitude toward school rules, good attendance, a sincere effort to do your best, keeping up with classroom assignments, and being prepared for class. The following list includes the essential supplies. Individual classroom teachers may require other items as well.

- ✓ Backpack or book bag (large size to hold all books and binder) – must be secured in PE and never left unattended.
- ✓ Three-ring binder (with 5 dividers, one for each subject, plus one assignment section).
- ✓ Dividers (a minimum of 5, for sections in the binder).
- ✓ Notebook paper (white, lined).
- ✓ Pencils (#2, black).
- ✓ Pens (black or blue ball points, not marking pens).
- ✓ Pencil pouch (the kind that snaps into a 3-ring binder).
- ✓ Student Handbook - provided during online registration.
- ✓ Weekly assignment sheet (provided by Villegas)
- ✓ Highlighter

Textbooks

Textbooks are issued without charge to students. Textbooks must be returned in the same condition at the end of the year or when the student withdraws from school.

Responsibility for textbooks rests solely with the student to whom the books have been issued. Students will be charged for the textbooks that have been lost, stolen, or damaged beyond reasonable wear and tear. Students will not be issued another textbook until all replacement costs have been paid to the school. Student records and registration may be withheld until all textbook charges have been cleared.

Physical Education

The Villegas PE uniform consists of the following: **navy blue shorts, gold shirt**, socks and lace-up tennis shoes. PE clothes are to be taken home on Fridays to be washed.

All clothes must be a solid color bearing no logos or writing with the exception of Villegas Middle School. Navy blue sweatpants and a navy sweatshirt (no jackets) may be worn during cold weather. We require that all clothing be marked, using indelible ink, with the student's name to assist in their return should they become lost or stolen. Students may not wear another child's PE clothes.

Students may purchase the Villegas shirt and shorts for a cost of \$20.00. Villegas sweatshirts and sweatpants are \$15.00 each.

All extended PE excuses require a doctor's note, which must be brought to the office. Students who are unable to participate in physical education because of injury or illness must have a note from their parent excusing them (maximum of 3 days). An alternative assignment might be given or make-up work expected. Please read and sign PE packet of expectations.

Each student is issued a P.E. locker and combination lock for their personal. It is the student's responsibility to keep their combination private and to make sure that their locker is closed and locked before reporting to P.E. class. Additional back pack sized lockers are available for student use during their PE period. Students may bring a combination lock from home to secure their larger items during PE. Personal locks not removed after the child's PE period will be

cut off. Instructional minutes will not be used to investigate lost or missing locker items.

Health Services and Procedures

Emergency Cards and Emergencies

Parents/guardians are required to fill out an emergency/registration card online at the beginning of every school year and any time information changes. It is absolutely essential that the information be kept current. In case of an emergency, the school will call home or parent's/guardian's place of employment. If a parent/guardian cannot be reached, office personnel will use their best judgment in getting medical attention for an injured or ill student.

Students will not be released to anyone who is not on the emergency card. A picture ID must be presented whenever a student is released.

Illness/First Aid

If you become ill or if you are injured while at school, you should obtain a pass from the teacher and report to the office. The secretaries will administer first aid and/or call for a nurse if necessary. Students must not leave the building because of illness without written authorization. School nurses are on call for emergency purposes. The health office is located in the main office.

Each student is required to have an emergency card on file with updated phone numbers. If a student is ill, he/she will not be sent home until a parent/guardian or other person indicated on the emergency card has been contacted to come to school.

The school administers "first-aid" only. Injuries, cuts, burns, or blisters should be attended to before students arrive at school.

Student Insurance

It is the responsibility of parents to pay for medical care resulting from school injuries. It is highly recommended that parents provide accident coverage for their students. If you are interested in the low cost insurance made available through the district, complete the enrollment forms provided with the registration packet or contact the office.

Medications

Students who have been prescribed medicine by a doctor must bring the medicine to the office with directions from the doctor indicating when it is to be taken. Medicines must be in a regular prescription bottle with the student's name on it.

Students may not carry medication of any kind on campus. Students taking medication must have an AUSD form on file for medication. The form may be obtained from the school office and must be completed by a doctor and signed by a parent/guardian. All medication will remain in the office. With a completed medication form on file, students may carry an inhaler.

Attendance Procedures

Regular attendance is expected from all students. It is

required by state law and contributes to satisfactory school performance. Students who are truant (absent without valid excuse) will be assigned an appropriate consequence. Students who have excessive absences, even if excused, may be restricted from school activities and referred to SARB (Student Attendance Review Board).

California law clearly states that children age six to eighteen shall attend school on a regular daily basis. Parents are required to send school-aged children to school, or be in violation of the law. Parents who do not send their children to school may be brought before the District Attorney for prosecution. Children may also be referred to the juvenile court. Failure to send your child to school may also result in a fine of \$250 per day for each absence.

1. The only reasons a child can be absent from school are personal illness, medical/dental appointments, or death in the immediate family.
2. Parents must verify each absence by note or telephone call to the school attendance office at 358-1698. Notification **must** be on the first day of the absence.
3. Extended absences: Parents are responsible for notifying teachers and the office in advance of extended absences. Students are responsible for all missed assignments. Assignments may be obtained on Google Classroom or from the teacher with 48 hours notice.
4. Independent study is available for students that will miss school for 5 – 10 days. Independent study must be arranged with the attendance office or administration two weeks prior to the absence. Eligibility for a student to participate in independent student will be determined by administration and will be based on several factors. Independent study will never be allowed during the first 2 weeks or the last 2 weeks of the school year.
5. Parents will be mailed attendance letters after 3, 4, and 5 unexcused absences. Parents will be required to attend a SART after a student's 5th absence. Subsequent absences will be referred to the District Office for further action.
6. Students who are late to school must be signed in at the office by their parent. The Villegas tardy policy applies every time a student arrives to school late.
7. Students who have seen a doctor or dentist during school time are to submit notes upon their return to school.

Early Dismissal from Campus

Once a student arrives to campus, he/she must remain on campus during school hours unless properly signed out by a parent, guardian, or adult listed as an emergency contact. This requires the adult to come into the office and show proper identification before the student will be released. ***Students will not be released for early dismissal between 2:45pm – 3:00pm.***

Tardiness

Promptness to class is very important. Students should be in class and in their seats ready to begin class before the tardy bell rings.

Students who arrive tardy to school must be signed in at the office by their parent. Students seen by a doctor or

dentist must present written verification upon arrival.

All late arrivals and early dismissals will be posted on the student's permanent attendance record. Multiple tardies will result in a referral to the School Attendance Review Board. ***Students who arrive tardy to periods 1 – 6 will be assigned a consequence.***

Late/Tardy Policy

School starts at 8:00am each day. Any student who arrives late to school must be signed in at the office. Students who are late as a result of being seen by a doctor or dentist must present written verification upon arrival. All late arrivals and early dismissals will be posted on the student's permanent attendance record. Multiple late or tardy arrivals will result in a referral to the School Attendance Review Board.

Students MUST be seated in their assigned seat before the bell rings. If a student is not in his/her assigned seat before the bell rings in any class period, ***including 1st period,*** he/she is considered tardy.

Consequences for being tardy are as follows:

First Tardy: Warning and parent called.

Tardy 2-6 times: After school detention for each occurrence.

Each Tardy thereafter: Minimum Day School or other consequence will be assigned for each occurrence

Students who have been detained in the office or by a teacher, must ask for a pass from the person ***who detained them*** before going to the next class.

Passing Periods

Passing periods between classes are four minutes in length. This provides adequate time to move from one class to the next, use the restroom, or get a drink of water regardless of the distance between classes. ***Students who are not seated before the bell rings will be considered tardy and assigned detention.***

Permission to Leave Class

During the time classes are in session, no one is allowed in the halls without a pass issued by a teacher or school official. Students out of class without a signed pass will be considered truant. Truancy will result in a Minimum Day School detention. Students are to be courteous at all times. Running and shouting in the halls is never permitted. Students must also sign the out of class log.

School Transfers

Students must be accompanied by a parent/guardian in order to withdraw from school. A parent/guardian must notify the office one-day prior to the initial checkout. Students must pay all charges and fines and return all school materials before checking out of school. Transcripts and grades will be withheld until all school property is returned and charges/fines paid.

School Programs and Policies

Advisory

All students will hear announcements at the beginning of first period each school day. Students are expected to be in their seats before the bell. During this time, school attendance is recorded, information is sent home, and

daily announcements are read. Students are responsible for information given to them during announcements. Villegas' information is provided to students electronically and should be recorded by students in their first period classes into their provided digital planners.

Cafeteria

All students are expected to eat in designated lunch areas. Adult supervisors are to be given the same respect as the principal, assistant principal, teachers and all school personnel. Failure to follow directions or remain in designated areas during lunch will result in disciplinary action. Students who do not have their I.D. card with them will report to the grassy knoll to pick-up a NO ID card issued 10 minutes into the lunch period allowing 20 minutes to eat; the snack bar will not serve students without an I.D. card.

Closed Campus/Lunch Passes

Students must remain on the Villegas campus during the entire school day. Permission to leave campus during school hours will be granted only upon written request of the parent or guardian, and verified through the office. Students must be signed out by parent or authorized adult. Permission for an off-campus lunch pass must be obtained from the principal. In addition, students **MUST** sign out from the office when they leave school and sign in when they return. Parents wishing to pick up students at any time during school hours must present a picture ID.

Computers

Students are not permitted to change anything on any computer at school. Each time a computer is used the user's name will be entered into an official log. All computer activity can be traced. Changing anything on a computer will result in a disciplinary consequence. Students will not be allowed to use any school computer without a signed parent permission slip for the use of the Internet.

Guidance and Counseling

The Guidance Department provides counseling and guidance services to all students and parents. It is a place to receive personal counseling and information. Counselor's help students solve personal or school problems and help students make future educational and vocational plans. Students may make an appointment to see their counselor by coming to the main office.

Student Study Team

Students, families, teachers, counselors, and administrators work in partnership to provide resources for students with academic and/or behavior needs. The team offers a variety of educational strategies to maximize student success.

Flow of Student Study Team Process

- ✓ ***Pre-referral meeting:*** Teacher requests a meeting with the team to discuss interventions to use before a referral is made.
- ✓ ***Teacher Interventions:*** Teacher designs and documents any interventions made for the student.
- ✓ ***Teacher Referral:*** Teacher completes the "Request for Student Study Team Meeting" and "SST Student Intervention Log."

Rules Regarding Student Property

- ✓ *Schedule Meeting:* Meeting is scheduled with grade level team, parents, student, and SST site members.
- ✓ *Schedule Meeting:* Notify **grade level team** and **parent** of time and date of meeting for student. (Provide parents a SST Tri-fold, which includes time/date of meeting).
- ✓ *Conduct Meeting:* SST Summary Form is completed to include interventions made for student.
- ✓ *Schedule Follow-up Meeting:* An informal meeting will be held after one month by a representative of the SST (include notes of conversations in students file). A three-month follow up will be scheduled for the complete team (including teachers).
- ✓ *Follow-up:* Conduct a follow-up meeting and complete the “SST Follow-up Form”

I.D. Cards

All students are required to have a current Villegas Middle School ID card with them at all times. ID cards will be provided free of charge to students at the beginning of each school year or at the time of enrollment. Lost, stolen, or damaged ID cards can be replaced for a \$10.00 processing fee. Students must present their ID card to any staff member upon request.

Library

Students are welcome to visit the Villegas library before and after school. Students may check out books for a period of two weeks. Students are responsible for all materials they check out and will be expected to pay for lost or damaged books. The library is open during lunch if class is not in session. During class periods, students must have a pass from their teacher to use the library. The atmosphere in the library is of quiet study. Students will be instructed in library procedures during a special orientation period early in the school year.

Registration

Registration requirements must be met and online registration must be completed before a student can be enrolled. Additional procedures are required when English acquisition, special education, or guardianship issues are involved.

Telephones

The school phones may be used by students only in emergencies, and only with permission from teachers or office personnel. It is not appropriate for students to exit class during instruction to make personal calls.

Visitors

Parents and guardians of the students are always welcome and are encouraged to visit the school. They must, however, check in through the office to pick up a visitor’s pass before visiting the classroom. This pass must be returned to the office before exiting. We also request a 24-hour notice if a parent plans on attending classes with his/her child. This allows for prior arrangements for seating. Student visitors will not be permitted during the school day. Loitering on or near a school campus could result in arrest. Former students wishing to visit teachers after school must receive permission from the office before going to the classrooms and likewise need a pass.

Items that are dangerous, distracting of the educational process, are not required by the classroom teacher, or are not being used for a reasonable educational purpose, are not allowed on campus. Items that are not allowed on campus include, but are not limited to, radios, tape recorders, Bluetooth speakers, CD players, cameras, electronic games, headphones, earbuds, iPad’s or Tablets, MP3 Players/iPods, stuffed animals, toys, balloons, permanent markers, stinkbombs, laser pointers, ground poppers, or other dangerous objects, and other personal items. There is a risk that these items may be lost, stolen, damaged, cause injury to self or others, or disrupt the learning environment. Bringing such items to school will result in confiscation and may result in disciplinary consequences. Prohibited items that are confiscated will be stored in a safe place, and returned only to parents/guardians, unless held as evidence in a disciplinary incident. Instructional minutes will not be used to investigate lost or missing item, including cellphones and electronics. If a student needs these items for a class project, he/she must receive written permission from the teacher. The teacher will take responsibility for cataloging impounded items. Parents/guardians may recover confiscated items, not held in evidence, within 30 days. Items not recovered will be discarded within 30 days.

Cell Phones

Middle school and high school students are permitted to have in their possession cell phones. Such devices shall remain deactivated and put away in the student’s backpack, purse, pocket, etc., and their use strictly prohibited during any instructional time, including “0” and 7th periods and extended day programs. The district does not assume liability if such devices are damaged, lost or stolen. Instructional minutes will not be used to investigate lost or missing cell phones. *Disciplinary consequences for improper use of cell phones and/or having a phone on or out in class, may include but are not limited to, an after school detention, lunch detention or Minimum Day School.*

Bicycles/Skateboards/Scooters

One gated area is provided for bicycles, skateboards, and scooters. The school assumes no responsibility for your bicycle/skateboard/scooter. It is suggested that your bike/skateboard/scooter be locked with a secure lock and that valuable items be removed. Bicycling/skateboarding/scooter riding is not permitted on campus or in the parking areas. *It is the law that students must wear a helmet at all times when riding a bicycle, skateboard, or scooter. Any student that does not wear a helmet will receive discipline consequences and may be excluded from riding his/her bicycle, scooter, or skateboard to school.*

Valuables

Students are encouraged not to wear valuable jewelry or bring large quantities of money to school. Except for special circumstances, students should not have money on them except to purchase lunch.

Lost and Found

If a student finds something on campus, he/she should take it to OCI. If a student loses something, he/she should check with OCI immediately to see if the lost item has been turned in. *Unclaimed items are given to charity at the end of each month.*

Personal Sports Equipment

Students may bring one personal sports ball to school. This item may only be used before school in the designated and supervised area for that sport. These personal items may not be used at any other time during the school day and must be stored in a closed bag during school hours. Sports equipment will be provided to students for use during lunch. Personal sports equipment that is out during school hours or misused will be confiscated and held in OCI for parent pick up. Reoccurring incidents of this nature will result in formal disciplinary consequences.

Promotion and Grading

Students are expected to achieve passing grades to be promoted to the next grade level. Students must have a passing grade in all core classes along with a cumulative 2.0 GPA in order to participate in the 8th grade end-of-year activities, including the Promotion Ceremony. This means that a student must have no more than one “F” in either PE or an elective course and no “F” is allowed in English, mathematics, science, or social studies/history.

In addition to meeting the academic criteria, students must meet the following criteria in order to participate in the end of the year activities:

- ✓ Must meet the discipline and behavioral requirements as outlined in the End of the Year contract.
- ✓ All detentions must be served.
- ✓ All textbooks must be returned.
- ✓ All library obligations must be met.
- ✓ All OCI loaner clothes must be returned

Additionally, receiving the following may disqualify students: suspension, OCI referral, bus referral, truancy (period), truancy (day), or Saturday school.

An eligibility letter, which explains all of this information, is distributed to students and sent home five days before the promotion ceremony.

The classroom teacher shall determine the grade given to each student in the class. In the absence of a clerical or mechanical mistake, fraud, bad faith, or incompetence, the grade shall be final. Site/district administration and the governing Board of the school district shall make the determination as to whether a mistake, fraud, bad faith, or incompetence exists in relation to an achievement grade. The Education Code shall govern the determination of grades given to students (Education Code 49066).

Grade point average (GPA) is determined by dividing the total number of grade points by the total number of graded classes. For example, an “A” = 4 pts., “B” = 3 pts., “C” = 2 pts., “D” = 1 pt., and “F” = 0 pts.

No Mark (NM) is given if a student has been entered in a class/school for less than ten (10) school days.

Incomplete (I) is given when a student has been absent during the latter part of a grading period and has made prior

arrangements with the teacher to make up the work.

Incomplete is given only if the student was passing the class when present. Work completed to remove the “incomplete” must be done within ten (10) days after the end of the quarter or the grade will be changed to “F.”

Progress Report/Deficiency Notice

Progress reports are available every six weeks through the Aeries Parent Portal. It is essential that every parent and student maintain a working Aeries Portal account. This is a means of notifying parents that students are not performing at acceptable standards. Parents are encouraged to contact their child's teachers to rectify the problem.

Homework Policy

The Alvord Unified School District Homework Policy specifies that middle school students should have approximately one and one-half hours of homework each night. Students will be expected to keep a daily record of all class and homework assignments and obtain a parent's signature Monday through Friday. All homework must be turned in on time. Late homework may receive less or no credit.

Digital Planner

A digital planner is provided to all students the first week of school and is monitored by their first period teachers. Students must write lesson objectives, classwork, and homework each day in their planners.

Honor Roll

All students obtaining a grade point average of 3.5 or higher will be placed on the Principal's Honor Roll. Students receiving an average of 3.0 to 3.49 will be placed on Honor Roll. Students must receive a letter grade in each of their six courses to qualify for awards.

Student Activities

Associated Student Body

The Villegas ASB sponsors the following activities: dances, fundraising, awards programs, special drives, and clubs.

Students must meet academic and behavior standards to attend after school activities. Students attending after school activities must be picked up within fifteen minutes after the closing of the activity. Students must be in attendance at school that day to attend an afterschool or evening activity.

Villegas Activity Code

Any student who is a member of a co-curricular or extra-curricular activity must have a 2.0 GPA with no more than one failing grade. A grade check must be completed within 2 weeks before any event.

A student must carry a 2.5 GPA with no more than one “F” in order to petition for or remain in ASB. Attendance and behavior will be considered during the selection process. Students failing to meet this code will not be released from classes for on or off-campus performances, rehearsals, preparation, field trips, etc. This code is in effect while students are traveling to and from school, to and from an

activity, as well as during school hours and during the activity.

Assemblies

Assemblies will be held during the school year for all students. Students in the audience shall exhibit good manners. **Whistling or booing will not be permitted.** Students who misbehave may receive discipline consequences and be denied the right to attend future assemblies.

Patriot Pride Trip

The Patriot Pride trip is a positive incentive trip for students who have good grades, attendance, and citizenship. Criteria are no grade lower than a "C" (a C- will exclude), no detentions, discipline referrals, Minimum Day Schools, suspensions, unverified absences or trancies. Students must be registered and attending Villegas before September 25th in order to qualify for participation in this trip.

Standard of Dress

The standard of dress for Villegas Middle School has been developed with input from staff, parents, and students. The dress code is vital to insure personal safety, to create a positive learning environment, and to discourage classroom disruptions or distractions.

Outward appearances that are radical, unusual and draw specific attention to an individual are disruptive to the learning process and present a disruptive influence to the social interaction between students, will not be allowed.

In order to assist with achievement of the goals for student success, the following is the suggested attire for Villegas Middle School:

- ✓ A plain shirt or sweater with a collar and sleeves. The garment must be the appropriate size, cover the midriff when arms are raised and should not be unbuttoned below the sternum.
- ✓ A skirt, pair of pants or shorts of appropriate waist size that is worn at the waist and with sufficient length to maintain modesty for sitting and bending.
- ✓ Shoes with an enclosed toe

Requirements for all students:

- ✓ Students are expected to be neat and clean. Modesty must be maintained at all times.
- ✓ Shoes must be worn at all times. Footwear with a substantial sole and an enclosed toe and heel is highly encouraged. Roller skates/shoes are not permitted. Slippers are not appropriate attire for school.
- ✓ Shorts or skirts must have a length sufficient to maintain modesty at all times, including when seated in class.
- ✓ Tops must have an inch-wide strap and not expose any section of the student's torso. Undergarments must be covered at all times. Aerobic style clothing, bare midriffs, halter-tops, tube tops, net tops, see-through clothing, spaghetti straps, and low-cut necklines are not permitted. Shirts that reveal any part of the midriff may not be worn.
- ✓ Baggy fitting and low-slung pants or shorts are not allowed. Pants must be worn at the waist at all times.
- ✓ Jewelry that creates a health and safety hazard,

- including spiked earrings, is not permitted.
- ✓ Baseball hats (brim forward), beanies, and berets may be worn outside but are not to be worn in the classroom or inside any building. Hoods may be used only when it is raining, but must be down at all other times.
- ✓ Gang attire of any kind is not permitted. This includes clothing with writing promoting or relating to gang activity, bandanas, stocking caps, hairnets and mittens with the fingers cut off.
- ✓ Clothing, jewelry, and personal items (backpacks, gym bags, water bottles, etc.) containing emblems, lettering or pictures promoting inappropriate messages, including but not limited to, drugs, alcohol, tobacco, gangs, tagging, sex, death, mutilation, violence, and/or messages with double meanings are not permitted.
- ✓ Clothing which is inappropriate, including large holes in pants that present a hazard and/or holes that are inappropriately placed, is not allowed.
- ✓ Applying make-up, perfume, body spray, or grooming in class is not allowed.
- ✓ Conservative hair colors and styles are suggested. If a student's hair becomes a distraction in class, administration will address the concern.
- ✓ Chains, including wallet chains, are not allowed.

The administration and faculty of Villegas Middle School have the responsibility to administer the dress code and may make additional changes to the above items at any time during the school year. All inappropriate items taken will be given to charity if not claimed from the office by parent/guardian within 30 days. ***After the first incidence of a dress code violation, students will receive a detention or other disciplinary consequences for subsequent violations.***

Villegas Hat Policy

Baseball hats with a brim may be worn for sun protection during the following times: before and after school, passing periods, during lunch and during P.E. Baseball hats must be worn with the brim forward. Beanies and berets may also be worn outside of the classroom. Hats may **not** be worn in class. Hoods may be used only when it is raining, but must be down at all other times.

Villegas Cell Phone Policy

Cell phones must be completely turned off during class time and put away. Cell phones may be used before school, during passing periods, lunch, and after school. ***Cell Phones, or any other device, are not to be used to take photos, video, or audio recordings under any circumstance.*** If used improperly, the phone will be confiscated and available for pick-up in OCI at the end of the school day unless the phone is being held as evidence in a discipline case. Instructional time will not be allocated to finding lost/missing cell phones.

Disciplinary consequences for improper use of cell phones and/or having a phone on or out in class, may include but are not limited to, an after school detention, lunch

detention or Minimum Day School.

Villegas Discipline Code

All rules apply during school hours, school events, and during travel (walking, bike, skateboard, bus, etc.) to and from school. Per EC §48900(s), students may be suspended or expelled for acts listed below which occur at any time, if the act is related to school activity or school attendance. Per EC §48925(d) "Suspension" means removal of a student from ongoing instruction for adjustment purposes. Students' right of due process will be adhered to and respected and students shall know the reason for disciplinary actions. Students are subject to search if the administration has information about the student that indicates a search is necessary.

Major Rule Infractions

EDUCATION CODE 48915(a) Principal shall recommend expulsion for any of the following unless the principal finds that expulsion is inappropriate, due to the particular circumstance:

- (a1A) Causing serious physical injury to another person, except in self-defense
- (a1B) Possession of any knife or other dangerous object of no reasonable use to the pupil at school
- (a1C) Unlawful possession of any controlled substance except for the first offence for the possession of not more than one ounce of marijuana, other than concentrated cannabis
- (a1D) Robbery or extortion
- (a1E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee

EDUCATION CODE 48915(c) Principal shall immediately suspend and shall recommend expulsion for the following:

- (c1) Possessing, selling, or otherwise furnishing a firearm (verified by an employee of a school district).
- (c2) Brandishing a knife at another person
- (c3) Unlawfully selling a controlled substance
- (c4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- (c5) Possession of an explosive

Serious Rule Infractions

Any of the following offenses will, at the discretion of the administrative staff, result in suspension or a recommendation for expulsion per Education Code §48900. Students may also be cited by the Sheriff's Department.

- (a1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a2) Willfully used force or violence upon 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) Unlawfully offered, arranged or negotiated to sell any controlled substance, alcoholic beverage, or

intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person
(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stolen or attempted to steal school property (including but not limited to electronic files and databases) or private property.

(h) Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, snuff, chew packets, betel, smokeless tobacco, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content that mimic the use of tobacco products.

(i) Committed an obscene act, or engaged in habitual profanity or vulgarity.

(j) Had unlawful possession of, unlawfully offered, arranged or negotiated to sell any drug paraphernalia.

(k) Students in grades 4-12: Disrupted school activities or otherwise willfully defied the valid authority of school personnel engaged in the performance of their duties

(l) Knowingly received stolen school or private property.

(m) Possessed an imitation/replica firearm substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault or battery.

(o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing the student from being a witness or retaliating against that student for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold prescription drug Soma.

(q) Engaged or attempted to engage in hazing.

(r) Engaged in an act of bullying.

(t) Aid or abet the infliction or attempted infliction of physical injury.

(.2) Students in grades 4 through 12: engaged in sexual harassment against school personnel or other pupils.

(.3) Students in grades 4 through 12: caused, attempted to cause, or participated in an act of hate violence.

(.4) Students in grades 4 through 12: intentionally engaged in harassment, threats, or intimidation which is: (a) directed against school personnel or pupils; (b) severe or pervasive; and, (c) has the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment

(.7) Terrorist threats against school officials, school property or both

Alvord USD Vaping Policy

Vaping is dangerous and affects your long-term health. If you are vaping or in possession of paraphernalia on any Alvord Unified School District campus, during any school-sponsored event, or on the way to or from school, you will receive strict discipline consequences including suspension and possible expulsion.

Vaping Consequences:

Tobacco

1st Offense – Tobacco

- Mandatory Intervention/Counseling
- Suspension

2nd Offense – Tobacco

- Mandatory Intervention/Counseling
- Suspension
- May result in an involuntary transfer to another school or a recommendation for expulsion

3rd Offense – Tobacco

- Suspension
- Involuntary transfer to another school or a recommendation for expulsion

Concentrated Cannabis or Any Intoxicant

1st Offense – Concentrated Cannabis or Any Intoxicant

- Mandatory Intervention/Counseling
- Suspension
- Involuntary transfer to another school or a recommendation for expulsion

2nd Offense – Concentrated Cannabis or Any Intoxicant

- Suspension
- Recommendation for expulsion

Campus-Wide Rules

The following is *not permitted*:

1. **Unsafe acts**, such as fighting, hazing, initiation, rough or play fighting, horseplay, or birthday swats
2. **Inciting others to violence or disobedience**, which includes encouraging others to fight
3. **Discriminatory acts**, which include electronic (social media/text), verbal or written acts toward a person that promote negative stereotyping, degrades, or flagrantly demeans any individual
4. **Disorderly conduct**, which includes engaging in violent, abusive, indecent, profane, obscene, vulgar, boisterous, unreasonably loud, or other conduct, which tends to cause or provoke a disturbance
5. **Disrespect**, which includes insulting or derogatory names, inappropriate gestures, and actions toward staff members
6. **Inappropriate display of affection** including Kissing, hugging and hand holding
7. **Gang type writing**, signing, tagging or doodling on books, notebooks, backpacks, clothing or on desks
8. **Profanity**, obscene, or insulting language
9. **Forgery**, the act of falsely using, in writing, the name of another person or falsifying time, dates, grades, addresses or other data on school forms.
10. **The sale** of unauthorized items
11. **Signaling** a false alarm

12. **Gambling**
13. **Possession of pornographic**, obscene, or vulgar pictures, videos, objects or other materials
14. **Gum** on campus
15. **No food or drink** outside the lunch area. (Water is the only exception)
16. **Possession of permanent markers**, paint, White Out, and Dust Off/Canned Air
17. **Littering**
18. **Bicycle riding or skateboarding** on campus
19. **Playing music, laser pointers, toys or electronic equipment** including cameras

Classroom Rules

1. **Follow the directions of every adult on campus.**
2. Students are to **follow instructions** the first time they are given without arguing.
3. **Show respect** to others.
4. Students are to **enter class quietly**. They are to be seated or at their assigned stations when the bell begins to ring. Students are to remain in their seats or their stations until permitted to leave.
5. **Students are responsible for their textbooks and required materials** so they are ready to work when the class begins.
6. **Students are expected to participate** in all class activities.
7. **Students are not to talk during class** unless permitted to by the teachers.
8. **Students are not** to use rude, abusive, insulting, or profane language.
9. There is to be **no willful destruction** of school or private property.
10. **Cheating** includes dishonesty while completing schoolwork, plagiarism, and/or falsifying or altering records and will lead to **disciplinary action at the discretion of the teacher and/or administrator**.
11. There is to be **no gum, food**, (including sunflower seeds) **or drink, except for water**, in the classroom.
12. **Cosmetics, perfume and hairbrushes are not to be used** in the classroom.
13. **Failure to serve a classroom detention** assigned by your teacher may lead to a Minimum Day School.

Possible Consequences/Interventions

Due to the severity and frequency of an offense, each administrator may use professional discretion in determining the appropriate disciplinary step(s) utilized.

1. Warning
2. Detentions/Citations
3. Restructured morning/lunchtime
4. Parent conference
5. Referral to counselor
6. WYLIE Center Counselor Referral
7. On Campus Intervention (OCI)
8. Minimum/Early Release Day school
9. Suspension from school
10. Police report and/or citation
11. Alternative placement
12. Recommendation for expulsion

Cheating/Fraud

Whenever a student is guilty of cheating on a test or homework assignment, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office immediately as to the action taken.

Detention

Any staff member may assign students with undesirable patterns of attendance, tardiness, or inappropriate conduct a detention. Each student must have sufficient materials for the period designated and is to cooperate with the detention supervisor.

The students and his/her parent must sign all detention notices. A student's signature confirms receipt of detention slip.

Detentions will be served before or after school. Transportation must be provided by parent/guardians. Students will receive a detention notice to be signed and returned. A student who is unable to serve on the assigned day must bring a note from his/her parent/guardian on or before the day the detention is to be served. Notes should be handed to the staff member in charge of the OCI room before school. Students who fail to appear will face increasingly severe consequences.

1. When a student is assigned a detention, the student will receive and sign a written notice, which must be signed by his/her parent and returned to OCI. The staff member assigning the detention will call the parent to explain the incident and arrange the service date.
2. All students receiving detentions **MUST** serve them on the arranged date.
3. Parents are responsible for providing transportation home on days of detention.

Vandalism and Property Damage

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, you should report it to a teacher or the office immediately.

Hazing/Harassment

Hazing/harassment can be anything from excessive teasing to physically pushing someone around and trying to frighten him/her. Villegas' staff is dedicated to stopping this kind of behavior. Since this usually happens when adults are not present, it is important for students to inform their teachers or school personnel when hazing or harassment happens. The administration will handle hazing and harassment complaints very sternly and quickly with the utmost confidentiality. It is especially important that students help the school stop this and other types of misbehavior.

On Campus Intervention

The On Campus Intervention Program is designed as a tool to modify inappropriate behavior demonstrated by students. An integral part of our school-wide discipline program is the On-Campus Intervention Program (OCI). The purpose of OCI is to remove students from the classroom when they are disrupting the educational process. The daily classroom discipline plan is as follows:

1. Individual warning
2. Intervention
3. Detention
4. Conference with student; warning about OCI
5. OCI Referral

Students who have gone through each step of a classroom discipline plan, or whose behavior is such that it warrants immediate removal from the classroom, will be sent to OCI with a referral. Students may be referred for such offenses as disrupting class, defying the teacher, using improper language, exhibiting inappropriate attitudes or infractions deemed inappropriate by the teacher.

As listed in the OCI overview, several consequences will occur each time a student is referred to OCI. Repeated referrals will result in increasing severity of the consequences. Each time a student is sent to OCI the school will contact the parent/guardian. Additionally, parents may be called to the school for a conference regarding their child's behavior.

Students who repeatedly misbehave and, therefore, disrupt learning, will be referred to Villegas' School Attendance Review Board (VSARB) and may ultimately be given an alternate educational placement.

OCI

The following is an overview of consequences, which students will face when sent to OCI.

1. OCI for period, phone call to parents (work or home), and file started.
2. OCI for period, OCI lunch, phone call to parents.
3. OCI multiple periods including lunch, phone call to parents, and Administrative meeting.
4. Administrative meeting, process pickup, and suspension from school.

***Parental support is critical to change a student's inappropriate behavior.**

Safety Procedures

Canine Detection

The Alvord Unified School District strongly believes that we have safe campuses and that the vast majority of our students are behaving in a responsible manner. The purpose of the canine program is to serve as a deterrent to students who might bring harmful items on to campus and to provide all students and staff with a safe environment for learning and teaching. The canines will only be used to sniff lockers, common areas, classrooms, student belongings (while students are present), and the school grounds. Interquest and Alvord's policy prohibits the use of the detection canines to "sniff" individuals under any circumstances.

Before School Safety Concerns

Students are not allowed on campus before 7:30 a.m. At 7:30 a.m., ALL students MUST report to the MPR or School Library where there is supervision. Once students arrive to campus they must remain there and are not permitted to exit school grounds for ANY REASON.

After School Safety Concerns

All students must be picked up NO LATER than 3:30 p.m.

Student supervision ends at exactly 3:30 p.m.

The Magnolia and Lincoln Shopping Center is an area of **concern**. Please do not pick your student up at this shopping center, the Liquor Store, Car Wash, Video Store, etc. Please pick-up all students as close to school campus as possible

Fire, Earthquake, and Disaster Drills

Fire, earthquake, and disaster drills are set up to help prevent injuries in the case of emergencies. When the alarm sounds for a fire drill, students will be escorted from their classrooms to their assigned area outside of the building. Each teacher will review and post the procedures to be followed in the event of an emergency.

Earthquake and disaster drills will be handled in a similar manner, but the evacuation procedure may differ based on the circumstances.

Non-Discrimination Policies

Sexual Harassment

The Board encourages students and/or staff to immediately report incidences of sexual harassment to the principal or designee. Reports made to staff other than a certificated teacher or counselor or a site administrator shall be reported to the site administrator/designee within one working day. Each complaint of sexual harassment shall be promptly investigated in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

Non-Discrimination Notice

The Alvord Unified School District does not discriminate on the basis of ethnic group, classification, ancestry, religion, age, sex, handicap or physical or mental disability. This applies to all students regarding admission and participation in programs and activities in the district's schools. Vocational programs and opportunities are open to all students. Lack of English language skills shall not prevent participation.

Questions or concerns should be directed to the school Principal. A grievance procedure and forms are available.

VAPING

IT'S NOT WORTH THE RISKS



Vaping is dangerous and affects your long-term health. If you are vaping or in possession of paraphernalia on any Alvord Unified School District campus, during any school-sponsored event, or on the way to or from school, you will receive strict discipline consequences including suspension and possible expulsion.

**HAVE QUESTIONS OR NEED
INFORMATION AND RESOURCES,
VISIT THE AUSD WEBPAGE
www.alvordschools.org**



Vaping Consequences

1ST OFFENSE - TOBACCO

- Mandatory Intervention/Counseling
- Suspension

2ND OFFENSE - TOBACCO

- Mandatory Intervention/Counseling
- Suspension
- May result in an involuntary transfer to another school or a recommendation for expulsion

3RD OFFENSE - TOBACCO

- Suspension
- Involuntary transfer to another school or a recommendation for expulsion

1ST OFFENSE – CONCENTRATED CANNABIS OR ANY INTOXICANT

- Mandatory Intervention/Counseling
- Suspension
- Involuntary transfer to another school or a recommendation for expulsion

2ND OFFENSE – CONCENTRATED CANNABIS OR ANY INTOXICANT

- Suspension
- Recommendation for expulsion

USE OR POSSESSION OF A VAPE WITH THC OR ANY OTHER INTOXICANT WILL RESULT IN GREATER CONSEQUENCES INCLUDING POLICE NOTIFICATION (WITH POSSIBLE TICKET AND FINE UPWARDS OF \$1000).