



**Cajon Valley Middle School
Student Handbook
2024-25**

**Principal
David Geck**

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Vision Statement:

Cajon Valley Middle School's students and staff thrive in diverse and global environments. We possess critical thinking and problem solving skills that enable us to embrace and promote change and innovation with confidence. We are inquisitive and have passion for learning. We interact respectfully and ethically with others.

Mission Statement:

In collaboration with our families and community, Cajon Valley Middle School provides a balanced, relevant and rigorous education in an environment of caring and supportive relationships.

Our Shared Commitment:

- Accept no limits on the learning potential of any child.
 - Meet the individual learning needs of each child.
 - Create engaging classroom learning environments.
- Treat students, parents, and colleagues with courtesy and respect.
- Hold students, parents, and each other to the highest standards of performance.
- Collaborate regularly with colleagues to seek and implement more effective strategies for helping each child to achieve his or her academic potential.
- Do whatever it takes; go the extra-mile to ensure that every student achieves.

Principal's Message

Welcome to Cajon Valley Middle School. In addition to providing a strong core academic program designed to meet the individual and unique needs of each of our students, we at CVMS are committed to making this a true community school. Our goal is to help students reach their full potential academically, socially, and physically in a safe and structured school setting. An expanded elective and support class offering will improve our efforts in matching students with classes that meet their needs and interests. We look forward to engaging parents and community members as important partners in the work to be done.

This handbook has been designed to provide students and parents with valuable information about CVMS policies and procedures. Please review this information as a family and call us at 619.588.3090, or visit the school with any questions you may have. We look forward to working with you to make CVMS the best school for all learners.

School Culture

Our community and staff have the highest expectations for our students, both academically and behaviorally. Our teachers and staff place a priority on building relationships and providing a positive learning environment for all students. All teachers and staff reinforce appropriate behavior through praise and other forms of positive recognition in the classroom. Students are expected to be respectful, responsible, and safe. Recognition for good behavior and citizenship is given on a regular basis. School rules are based on the California State Education Code and Board policy. We expect Cajon Valley Middle School students to be well behaved, cooperative, and contributing members of our community and to take pride in the culture at their school.

Academic Honesty

CVMS agrees that the academically honest student DOES ...

- ♦ his/her own work
- ♦ acknowledge help from parents, older students and friends
- ♦ acknowledge the source of direct quotations
- ♦ acknowledge information taken from books, the Internet, and any other digital/analog resource.
- ♦ acknowledge reference materials in a bibliography
- ♦ understands what constitutes cheating and abides by all rules
- ♦ notify school staff if another student is attempting to cheat
- ♦ follow all exam rules

DOES NOT:

- ♦ use notes during a test unless allowed by a teacher
- ♦ copy from another student during a test
- ♦ copy from the homework of another student
- ♦ hand in work as his/her own that has been copied
- ♦ do homework for another student OR use any work that is not completed by me
- ♦ give another student his/her own work to copy
- ♦ text/email to send or receive answers for any work
- ♦ copy material from a book or website for any assignment without quotations or citing my source (Plagiarism)
- ♦ give their Google username or password to anyone for any reason, including to complete school work

CVMS staff agrees to:

- ♦ work with students to develop shared understandings about cheating, plagiarism, and other instances of academic dishonesty
- ♦ assist students in the proper use of the library and Internet
- ♦ award “zero” or “no credit” for an assignment attempted or completed through cheating

Bell Schedule 24-25

Monday:							
Lunch A Schedule			Lunch B Schedule			Lunch C Schedule	
Advisory	9:00 - 9:06		Advisory	9:00 - 9:06		Advisory	9:00 - 9:06
Period 1	9:10 - 9:55		Period 1	9:10 - 9:55		Period 1	9:10 - 9:55
Period 2	9:59 - 10:44		Period 2	9:59 - 10:44		Period 2	9:59 - 10:44
Lunch	10:44 - 11:14		Period 3A	10:48 - 11:33		Period 3A	10:48 - 11:33
Period 3B	11:18 - 12:03		Lunch	11:33 - 12:03		Period 4A	11:37 - 12:22
Period 4B	12:07 - 12:52		Period 4B	12:07 - 12:52		Lunch	12:22 - 12:52
Period 5	12:56 - 1:41		Period 5	12:56 - 1:41		Period 5	12:56 - 1:41
Period 6	1:45 - 2:30		Period 6	1:45 - 2:30		Period 6	1:45 - 2:30
Tuesday - Friday							
Lunch A Schedule			Lunch B Schedule			Lunch C Schedule	
Advisory	9:00 - 9:30		Advisory	9:00 - 9:30		Advisory	9:00 - 9:30
Period 1	9:34 - 10:25		Period 1	9:34 - 10:25		Period 1	9:34 - 10:25
Period 2	10:29 - 11:20		Period 2	10:29 - 11:20		Period 2	10:29 - 11:20
Lunch	11:20 - 11:50		Period 3A	11:24 - 12:15		Period 3A	11:24 - 12:15
Period 3B	11:54 - 12:45		Lunch	12:15 - 12:45		Period 4A	12:19 - 1:10
Period 4B	12:49 - 1:40		Period 4B	12:49 - 1:40		Lunch	1:10 - 1:40
Period 5	1:44 - 2:35		Period 5	1:44 - 2:35		Period 5	1:44 - 2:35
Period 6	2:39 - 3:30		Period 6	2:39 - 3:30		Period 6	2:39 - 3:30

Cameras

Cajon Valley Middle School is monitored by a 24 hour closed-circuit camera system. Please be advised that when you are on campus, you are being monitored and recorded. Camera footage is used for security and safety purposes.

Deliveries

To maintain the integrity and consistency of the instructional day, we do not accept food and beverage deliveries to students, unless cleared with administration. Students are provided a free breakfast and lunch daily. Delivery of instructional materials needed for class will be delivered by the school to the classroom.

Elevator

Students must have a Health Office pass to use an elevator, or must be accompanied by a staff member.

Food and Drink

Students are permitted to eat and drink items brought from home in the lunch area only. Food and drink brought from home may only be consumed during designated breakfast and lunch times. Students are encouraged to properly hydrate throughout the day by drinking water in our classrooms as well as our halls.

- Eating and/ or drinking items, other than water, in our classrooms and halls is prohibited.
 - Energy drinks are prohibited in all areas of the school and at all times of the day.
-

Gum

Gum is a prohibited item at school. Chewing gum will result in disciplinary action.

Health Services and Medications

The Health Office is open each school day to service students who are sick, injured or require medication. If a student is injured on campus, the Health Office will provide first aid.

If it becomes necessary for a student to take any type of medication, prescription or non-prescription (over the counter), at school, the parent must have their physician complete Form CH-41 – “Physician’s Recommendation for Medication”. This form is available in the office. All medications must be delivered by the parent/guardian and will be kept in and dispensed through the Health Office.

Lunch

Lunch is provided free of charge to all students each day.

To ensure student safety during our lunch periods, we ask students to follow the following expectations:

Lunch Line Expectations:

- Line up in an orderly and straight line
- Start at the back of the line- no saving spots or cutting
- Say “please” and “thank you”
- Listen to, and respond appropriately, to every adult

Lunch Expectations:

- Maximum of 8 students per table
- Stay seated at your table
- Finish food and drink in the lunch area
- Clean up after yourself and your table
- Walk
- Stay in designated lunch areas
- Listen to, and respond appropriately, to every adult

Personal Transportation (Bikes, Scooters, Skateboards)

- Bikes and skateboards are to be locked in the designated bike and board racks.
- Students provide their own locks.
- **The school is not responsible for damaged or stolen bicycles, scooters, and/or skateboards.**
- Motorized vehicles are not permitted.
- Bicycles, skateboards, scooters, roller blades, and other such devices are never to be ridden on school grounds or in school parking lots.
- **Students must wear properly fitting helmets.**
- Staff will not hold bikes, scooters, or skateboards for students.

Physical Education (PE) Information

PE Uniforms: Students may purchase PE clothes from the Physical Education Department during the first week of school and throughout the school year. During cold weather, sweats may be worn as described by the PE Department. Athletic shoes/sneakers are required for class. Students are expected to come to school prepared to participate in PE by having their PE clothes. Students who are not prepared will be given loaner PE clothes allowing them to participate in class. Excessive use of these PE loaners will adversely affect their grade.

PE Locks: All students are assigned lockers and combination locks. If a lock is lost, the replacement fee is \$5.00. Locks are the property of the school and may not leave the locker room. **All belongings must be locked inside the locker during PE class. Lock combinations should not be shared. The school is not responsible for lost or stolen items.**

Glass containers, aerosol sprays, and food are not allowed in the locker room. In accordance with our cell phone policy, phones should be stowed away while using the locker room. Taking photos or videos is not permitted.

To excuse students from their Physical Education class, (no more than 2 times per trimester), one of the following must be provided:

- Written note from parent/guardian requesting their student be excused from or provided with modified PE. Excusals and/or modifications can be facilitated **for a maximum of 3 days.**
- Written statement from a Health Care Provider that may excuse or limit the student's participation in PE for a prescribed period of time.

Prohibited Items

The following items may not be brought to school:

- Weapons- guns, knives, BB shooters
 - Imitation weapons
 - Drugs, tobacco, or alcohol
 - Aerosol cans
 - Lighters
 - Glass containers
 - Laser pointers
 - Any item that could distract from learning
-

Public Displays of Affection (PDA)

Public displays of affection are not allowed at school or during school activities. Inappropriate displays of affection include but are not limited to hugging, handholding, intimate embraces, touching, kissing, and arms around the waist.

Selling Items

Student groups may sell school items related to school events such as dances, etc, only with the explicit permission of the school administration. No other selling is permitted. Students selling other items will have the items confiscated and may have to return any payments they accepted. Parents will be notified and required to pick up any confiscated items.

Special Events

We host activities throughout the year to promote a positive environment where students feel a sense of belonging and community. These events are for CVMS students only, unless families are invited as guests. School rules and dress code apply. Events may include:

- Assemblies and reward parties
- Dances
- After school clubs and sports
- End of Year Field trips

Safety is our number one priority. As such, sometimes students may be restricted from attending special events. This is called a Loss of Privilege (see in handbook). The following may be used as criteria for Loss of Privilege:

- Class citizenship grades
 - Suspensions
 - Referrals
 - Administrative determination
-

Student Life

8th Grade Promotion

Eighth Grade Promotion Ceremony Policy (Board Policy AR 51231.b)

The requirements to participate in the ceremony are as follows:

- Academics – a minimum **cumulative GPA of 1.5** for the eighth grade year
- Attendance – **no more than 25 excused or unexcused absences** for the eighth grade year

Counselors will work with at-risk students throughout the year. Written notice will be mailed home to parents for any student who is at risk of not meeting the above requirements after the first and second report card. Students who fail to meet the above district requirements may not participate in the promotion ceremony.

Eighth Grade Promotion Ceremony Information

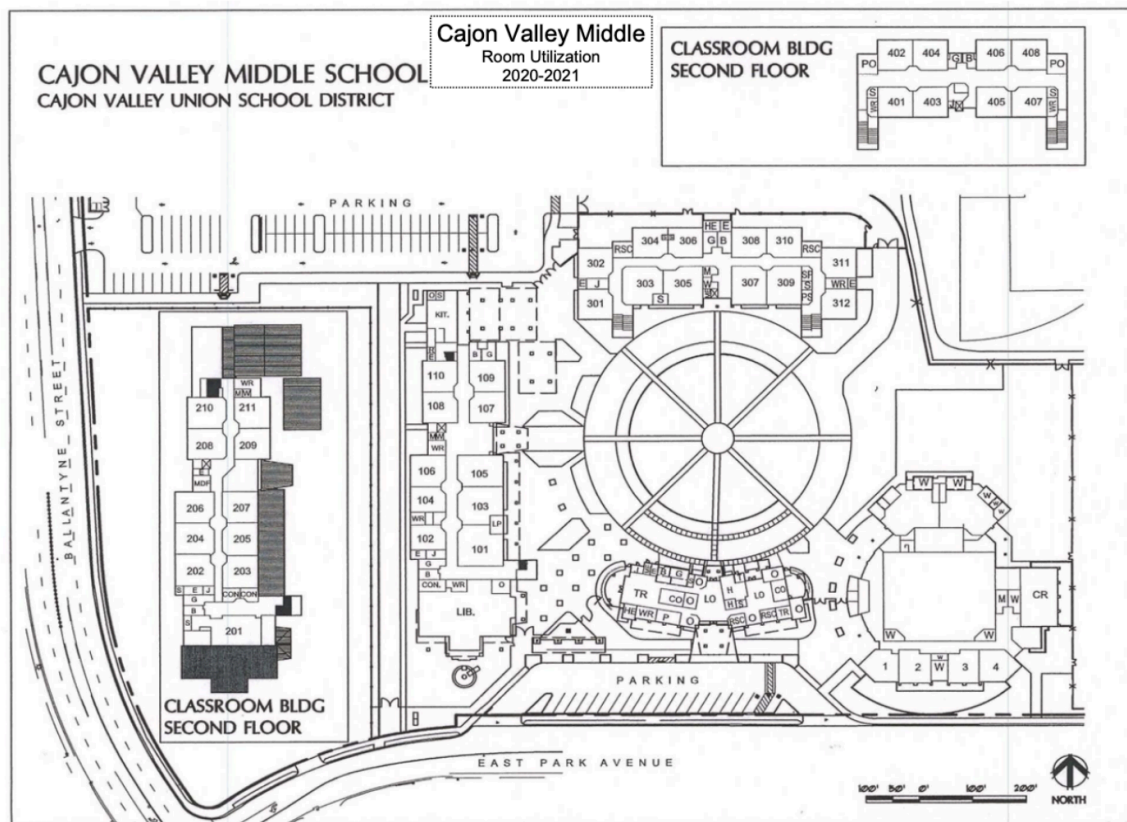
Promotion information will be provided approximately one month prior to promotion. This will include information on parking, arrival time, and ceremony procedures. The school dress code applies to the promotion ceremony.

Supplies Needed

All school supplies can be provided by the school as needed. To be prepared for the year, students should have access to:

- Charged Chromebook (school-issued)
 - Chromebook charger (school-issued)
 - Pencils & Pens
 - Paper Notebook(s)
 - Binder & Folders
-

Cajon Valley Middle School
SCHOOL SITE MAP



Campus Map

Attendance and Campus Information

Campus Expectations

Be Responsible:

- Come prepared to learn and work hard every day
- Be ready with all needed materials to learn. Ask an adult nicely for the materials you need.
- Be on time: In your advisory class, in your seat at 9:00 am
- Keep cell phones and earbuds in backpack all day

Be Respectful:

- Listen to, and respond appropriately to, every adult
- Keep your hands and feet to yourself
- Use appropriate language for school

- Accept others and treat everyone with kindness

Be Safe:

- Always be where you belong on campus
 - There must be an adult in the classroom and learning spaces at all times.
 - If you have a conflict, ask an adult for help
 - If you hear something or see something, say something
-

Closed Campus

In order to provide safety for students and protect the learning environment, state law mandates a closed campus.

- Only enrolled students may be on campus when school is in session.
 - Visitors must check in at the front office.
 - Students are considered under school supervision while going to school, at school, and while going home from school.
 - After arriving at school, students are not permitted to leave school grounds. Leaving the school without permission is truancy.
-

Chronic Absences

When a middle school student misses 10% of school days, whether excused or unexcused, they are considered chronically absent. When a student has had **14 excused** absences, each subsequent absence **must be verified** by a physician or district nurse. Each absence after 14, which is not verified by a physician or district nurse, is **Unexcused**. Three unexcused absences are considered truancy.

Early Release/ Student Pick Up

A person picking up a student early **will need to have photo identification** with them and must be listed in our student information system in order to leave with the student. If a student is being checked out of PE class or lunch, please allow extra time as it takes time for the student to change out of their PE uniform.

Hall Passes

Students are not permitted outside the classroom during class periods unless they are accompanied by a staff member or have a hall pass in their possession. Hall passes must be signed and timed by the teacher, administrator, or school staff. If a student needs to see a teacher before school, after school, or during lunch, he/she **must** get a pass from that teacher.

Independent Study Contracts

Students who will be away from school for three or more days may request for an Independent Study Contract at the Attendance Office **at least one week before the first date of the absence**. Students will be required to complete and turn in work to their teachers on the day they return to school. Extended independent study contracts may require synchronous instruction online. Students will receive attendance credit for work completed.

Passing Periods/ Hallway

At every change of class, there will be large numbers of students going from one room to another. In order to keep the noise and confusion to a minimum, students are asked to meet the following expectations:

- Walk
- Stay to the right
- Maintain a calm body and quiet voice
- Keep your hands and feet to yourself

- Always be on time
-

Schedule Change Policy

Schedule changes will not take place within the first two weeks of school, unless needed by the school. At any time, if the school deems a schedule change necessary, the school has the educational right to change a student's schedule.

If a schedule change is sought by a student, the following procedure must be met before a change will take place:

- Step 1: Student must meet with the teacher to address any concerns.
 - Step 2: Student must then meet with their counselor to discuss the schedule change request.
 - Step 3: The parent or guardian and the student must meet with the teacher and counselor to discuss the schedule change request.
 - Step 4: The teacher and counselor will bring schedule change requests to administration for discussion.
-

Tardy Policy

CVMS is committed to partnering with parents and guardians to nurture and support the whole child, including building social, emotional, and educational growth. School attendance and punctuality are important components of social and academic success. Students are expected to make their way directly to their assigned classroom and to be inside the classroom before the tardy bell rings.

NOTE: Individual teachers maintain the right to establish their preferred tardy policy once students enter the room, such as requiring students to be in their seats upon the tardy bell.

Classroom Tardies *Per Month and/or 4-week period*

1st Tardy - Teacher Warning to Student

2nd Tardy - Teacher/Student Conference

3rd Tardy - Teacher Call to Home

4th Tardy - Teacher Assigned Detention

5th Tardy - Referral to Admin., with note on parent contact dates and other means of correction.

Tardies to Advisory - Attendance Window *Per Month/and/or 4-week period*

1st Tardy - Admin. Warning

2nd Tardy - Admin. Conference with Student

3rd Tardy - Admin. Call Home

4th Tardy - Admin. Assigned Detention and Call Home

5th Tardy - Admin. Assigned Detention and Call Home, Parent Meeting

Transfer and Withdrawal from CVMS

Parents of withdrawing students must notify the Attendance Office prior to the student's last day. A student's withdrawal is complete when all fines, textbooks, library books, Chromebook, and records are cleared/returned and a transfer/withdrawal form is completed.

Visitors

Other than parents/guardians, students may not have visitors on campus during school hours or at school dances.

Parents/guardians may visit the campus at any time with a 24-hour prior notification to administrative staff.

All visitors must sign in at the office upon arrival and must obtain a Visitor's Pass from the office staff.

Student Expectations, Conduct, and Discipline

Bullying

Definition of Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

Cougar Den

The Cougar Den is designed to provide students an alternative to traditional behavior consequences. The Cougar Den is staffed by a teacher trained in restorative practices and by an intervention counselor. Students referred to the Cougar Den will be afforded the opportunity to de-escalate if necessary, reflect on the behavior resulting in a Cougar Den assignment, process their behavior with trained staff, and ultimately engage in a restorative interaction with a referring staff member or with another student.

The ultimate goal of the Cougar Den is to assist students with self-regulation, strategies for positive behaviors, and reduction of negative behaviors. The desired outcomes are reduced suspension rates, improved student achievement in academic, social and emotional success, as well as stronger relationships with staff.

Cyberbullying

A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the school may impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

Sexual Harassment

Any action, comment or remark (whether written or spoken) that may provoke a negative reaction from another person is forbidden and subject to disciplinary action.

Unwelcome sexual advances, request for sexual favors and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment. Sexual harassment may occur as a pattern of degrading sexual speech or actions ranging from verbal or physical annoyance or distractions to deliberate

intimidations and threats or demands. Sexual harassment may include, but is not limited to:

- ♦ Vulgar remarks
- ♦ Sexual derogatory comments
- ♦ Physical touching, pinching, patting, or blocking free movement
- ♦ Sexual propositions or advances
- ♦ Physical assault

Students who have been subjected to bullying, cyberbullying, or sexual harassment or who have witnessed or have knowledge of bullying, cyberbullying, or sexual harassment, are strongly encouraged to promptly report such incidents to any staff member. Students will be asked to complete an incident report in the counseling office or office of assistant principal. Any school employee receiving such a report shall promptly transmit the report to the assistant principal.

Dress Code

Our Goal

Students will dress in a manner that reflects positively on themselves, their families, and their school. We have the highest expectations for students academically and behaviorally.

Cajon Valley Union School District Administrative Regulation 5132

Students shall not wear clothing that contain messages that are vulgar, offensive, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use, weapons or violence; or that are otherwise contrary to the school's educational mission. All clothing and apparel are to be worn as intended (i.e. shoelaces are not to be worn in the hair). At CVMS we dress for success.

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program. District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary. Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1) The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size. School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code. When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students. Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

In cooperation with teachers, students, and parents/guardians, the principal or designee may establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed. The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity. 2. Appropriate shoes must be worn at all times. 3. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited. The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities. No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066) Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

Gang-Related Apparel

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183) When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected Characteristics.

Gang-related apparel is prohibited at school or school activities. The principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus.

Education Code Sections 35183 and 35183.5 authorize school districts to adopt dress codes. The interpretation of specific portions of this policy and supporting procedures is delegated to the administrative staff at Cajon Valley Middle School. The responsibility for enforcing this dress code rests with all staff on campus.

Please read before you buy school clothes for your student: Students and parents will be notified of any changes through a school bulletin or newsletter. This dress code is a living document. Changes may be made at ANY TIME during the school year. This is not intended to be an all-inclusive list.

Shirts, Blouses, and Tops

All student shirts must meet the following requirements:

- Must cover the midriff (stomach area), chest area, back, and undergarments.
- Shirts/tops must have shoulder straps and shoulder straps must cover undergarments.
- No backless, strapless or spaghetti strap tops are allowed.
- Shirts/tops must be free of profane, vulgar, racial, ethnic, or sexist gestures or depictions, messages, or promotions of weapons, alcohol, violence, tobacco, gangs, and/or drugs.

Pants, Shorts, Skirts, and Pajamas

All student pants/shorts/skirts/etc. must meet the following requirements:

- Must be worn at the waist (ex: sagging is prohibited).
- Pants or shorts that reveal skin above mid-thigh are not permitted.
- Must cover undergarments.

- Pajamas are prohibited.

Hats, Hoods, and Headgear

- Headgear for religious purposes is permitted.
- **Hoods are not permitted to be worn indoors at any time.** Hoods will be permitted outdoors when it is actively raining and/or the temperature is at or below 60 degrees Fahrenheit.
- Hats are permitted but must be free of profane, vulgar, racial, ethnic, or sexist gestures or depictions, messages, or promotions of weapons, alcohol, violence, tobacco, gangs, and/or drugs.
- Bandanas of any type or color are prohibited.

Miscellaneous

The following items are prohibited at the school site:

- Wallet or waist chains
- Gloves
- Bandanas

Footwear

Footwear must be worn at all times while students are at school or at school-sponsored activities. Slippers are not allowed. Wheeled shoes are prohibited. Athletic shoes/sneakers must be worn for all Physical Education activities.

Chromebook Policy

Our goal is to ensure every student is equipped with the necessary tools for learning. Chromebooks are the major piece of learning equipment supplied to students, not only at CVMS, but across the District as well. Students are to treat their assigned Chromebook with care and respect.

When a Chromebook is damaged or not functioning properly, students may access the CVMS Chromebook Hospital, located in the library and open during Advisory. Students may be given a loaner Chromebook to utilize while their Chromebook is repaired.

The following policy outlines the steps to be taken when a Chromebook is damaged intentionally.

- 1. Damage Assessment:**
 - IT staff or the Chromebook Hospital Teacher will assess the cause and extent of the damage.
- 2. Reporting:**
 - If the damage is deemed intentional, a report will be referred to the Administration.
- 3. Loaner Chromebook:**
 - Loaner Chromebooks will not be issued until authorized by the Administration.
- 4. Third-Party Damage:**
 - Students whose Chromebook is damaged by another student will be provided with a loaner Chromebook, while the incident is investigated.
- 5. Consequences for Damage:**
 - Students who intentionally or negligently damage another student's Chromebook, or their own Chromebook, may face the following consequences:
 - Loss of Chromebook privileges until repairs are paid for or community service is completed (as determined by Administration).
 - Detention, suspension, restitution
- 6. Loaner Agreement:**
 - In cases where a loaner Chromebook is issued to a student who intentionally or through negligence damaged their or another student's Chromebook, the student will be required to meet with the Administrator to outline expectations for responsible use of the loaner.
- 7. California Education Code Reference:**

- This policy adheres to the California Education Code, Section 48900 (EDC § 48900), Damage to School or Private Property.

Please note: This is a procedural policy and does not specify the cost of repairs or the amount of community service required.

Electronic Device Policy

Personal electronic devices (i.e., cell phones) will not be permitted for student use while on the school campus without explicit permission and under the direct supervision of a teacher or administrator of the school district. Phones and other personal electronic devices must be silenced, powered off, and stowed away when entering the campus. This policy will be enforced whenever students are on campus, including the before and after school programs.

Students are allowed to possess and use a smartphone under the following conditions:

1. In the case of an emergency, or in response to a perceived threat of danger.
2. When a teacher or administrator of the district grants permission to the student, subject to any reasonable limitation imposed by that teacher or administrator.
3. When a licensed physician or surgeon determines that the possession or use of a smartphone is essential for the health or wellbeing of the student, and the use of which is limited to purposes related to the health or wellbeing of the student.
4. When a student's individualized education program requires possessing or using a smartphone.

Students are not permitted to use earbuds, Air Pods, or headphones without the explicit permission of a supervising staff member. Listening devices may not be connected to a personal device and may only be used in conjunction with a school-issued device. Smartwatches may be worn, but they must only be used as a timepiece unless there is an emergency.

Students who bring personal electronic devices to school do so at their own risk. ***The school is not responsible for any loss or damage if a personal electronic device is lost or stolen.***

Consequences for Violating Electronic Device Policy

1st Offense: Warning

2nd Offense: The device is confiscated, and the student will pick the device up in a secure designated area.

3rd Offense: The device will be confiscated, and the parent/guardian will be contacted. The student is to pick up the device at the end of the day from the secure designated area.

4th Offense: The device is confiscated, and a parent/guardian must pick up the device.

Continued offenses may result in a meeting with a site administrator, and more restrictive electronic device regulations may be implemented.

[EdCode 48901.5](#)

[EdCode 48901.7](#)

[AR 6116](#)

[BP5131](#)

Gambling

Gambling in any form is prohibited. Gambling is defined as wagering money, any items of any value, or service based on the outcome of a game or event.

Loss of Privilege for Events (LOP List)

Safety is our number one priority. As such, sometimes students may be restricted from attending

special events. This is called a Loss of Privilege (LOP). The following may be used as criteria for Loss of Privilege:

- Class citizenship grades
 - Class academic grades
 - Suspensions
 - Referrals
 - Administrator determination
-

Suspension and Expulsion

Out-of-School Suspension

Suspension is a very serious disciplinary action. A student can be suspended out of school by a site administrator for as few as one (1) day and for as many as five (5) consecutive school days. All work assigned during the suspension must be picked up by a parent or designee and is due upon the student's return to school. Any student who is suspended must adhere to these restrictions:

1. The student is not permitted in the school building or on any Cajon Valley Union School District grounds without specific permission from the principal.
2. The student is not permitted to participate in any school function or extra-curricular activity while under suspension.
3. The student is not permitted to participate in any school function or extra-curricular activity until they attend a full day of classes after returning to school.

Suspension & Expulsion

(CA EdCode: 48900 et al.) The following conduct is forbidden by law and beyond regular disciplinary procedures. These offenses apply to the student "to and from" school and during all on or off campus activities. These acts may result in suspension and/or expulsion.

- | | |
|--|---|
| ♦ Physical Injury to another person | ♦ Drug Paraphernalia |
| ♦ Weapons (firearms, knife, explosive, or other dangerous object) | ♦ Knowingly received stolen property |
| ♦ Possessed, sold or delivered or furnished, under the influence of Alcohol, an intoxicant or a controlled substance | ♦ Imitation firearm |
| ♦ Substance represented to be alcohol, intoxicant, or a controlled substance | ♦ Sexual assault or battery |
| ♦ Committed or attempted to commit robbery or extortion | ♦ Harassed, threatened, or intimidated a witness |
| ♦ Damage to school or private property | ♦ Selling of any prescription drug |
| ♦ Tobacco or nicotine products on school premises. | ♦ Hazing |
| ♦ Obscenity (obscene act, habitual profanity/vulgarity, vulgarity) | ♦ Engaged in an act of bullying |
| | ♦ Aiding and abetting physical injury |
| | ♦ Sexual harassment (verbal/visual, physical) |
| | ♦ Engaged in hate violence |
| | ♦ Engaged in intimidation (harassment/threats) |
| | ♦ Terrorist threats against school officials or school property |
-

Vandalism

CVMS prohibits tagging (graffiti) on any items, including notebooks, books, binders, clothing, homework, or any other object that is brought to school. Students are not permitted to bring permanent markers onto campus.

Vandalism is a punishable offense and will be dealt with severely. Students marking on or damaging school equipment or property in any way will be required to clean the article and pay for the damage done. The law specifically provides that parents and students are responsible for damage to school property or materials loaned to the students. Depending on the extent of damage, the police may be contacted.

Emergency Plans

Fire and Emergency Drills

In all drills, follow these procedures:

- Students are to follow the instructions of their teacher.
- Drills are to be carried out in a silent, orderly manner.
- Students are to leave the room in single file.
- Students are to return to the classroom when instructed by their teacher.
- Should the fire alarm sound during lunch or between classes, students are to report to their homeroom location **OUTSIDE THE BUILDINGS** (in the Quad/PE area).
- Treat every drill as the real thing.

Emergency Procedures

During a crisis, Cajon Valley Middle School staff will implement the Crisis Response Plan for that particular emergency. Students will be responsible for following the directions of staff members. Staff members have been trained and will know the correct response to any crisis. Students also will be taught the correct response to emergency situations.

Cajon Valley Middle School has a Crisis Response Plan to deal with emergencies, including earthquakes, fires, bomb threats, active shooter on campus, intruder on campus, or any disaster.

Each response includes procedures for safely evacuating students from classrooms and for articulating with law enforcement or other emergency agencies. The school has a plan for uniting students with their parents, setting up a first aid center, establishing a command center, and providing for the comfort and security of students.

What do students do during an emergency?

Follow the directions of staff members, since they are trained to handle emergencies. If you are not in a classroom, find the nearest adult and follow their directions.

During an emergency situation, the school will establish a Family Reunion Area where parents can pick up their children. *Only your parents or others listed on the permanent record may pick up a student. They must have photo identification.*

What happens when a student needs their medication that is kept in the office?

All student medications will be taken to the First Aid Center so students needing their medication will have it available.

What happens if my parents are unable to pick me up?

During an emergency situation, students who are still at school at the end of the day (4:00 pm) will be released to the El Cajon Police Department (ECPD). ECPD will reunite children with their parents. In the case of a severe disaster or emergency, CVMS will follow the directions of the CVUSD Emergency Operations Plan. All students will be cared for until reunited with their parents or placed in the care of the appropriate emergency agency

Title I Parental Involvement Policy

Cajon Valley Middle School has developed a written Title I parental involvement policy with input from Title I parents represented by the School Site Council and families in attendance at Title I meetings. The policy describes the means for carrying out the Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive], and is posted on our [website](#).

Attendance

95% Rule: A student is required to be in attendance at least 95% of days that classes are offered. Failure to meet the 95% rule may cause a student to fall behind in their classes and lose out on their education.

All absences, including tardies, must be verified by a parent/guardian by phoning the Attendance Office that day or by sending a note when the student returns. Please contact our office at (619) 588-3092, then Press 1 to report any absences or tardies. *

Truancy

A student missing more than 30 minutes of instruction without an excuse three times during the school year must be classified as a truant and reported to the proper school authority. This is also true when a student has three unexcused absences.

Consequences of Truancy

- Students may be assigned to before school, lunch, or after-school detention; or in-school suspension to make up time. Students are expected to complete missed assignments and additional work assigned.
- The school communicates with parents by mailing letters home, making phone calls to parents/guardians, and/or visiting a student's home.
- CVMS attendance team works with families of students who have truancy problems.

Student Conduct Expectations

Discipline Program

A system of positive reinforcement, along with a progressive discipline program, is the foundation upon which an orderly, productive, and safe school environment is developed and maintained. Parents are an integral part of an effective discipline plan. Only by working together can parents and staff provide the appropriate stimulus to help each student achieve their best effort at school.

Bullying and Harassment

CVMS defines bullying as any physical act, gesture, verbal, written, and/or electronically communicated expression that is:

- Physically harming a student or damaging a student's property
- Placing a student in fear of physical harm or damage to property
- Substantially disrupting the instructional program and/or the operations of the school
- Severe, persistent, or pervasive so that it creates an intimidating, hostile, educational environment for the student who is bullied
- Blackmail and extortion
- Stalking
- Blocking access to school property, facilities, doors, or seats
- Stealing or hiding books, backpacks, and/or other possessions
- Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, and/or demeaning humor relating to race, color, ethnicity, gender, sexual orientation, religion, disability, or other personal characteristics that result in a hostile educational environment for the student

Bullying happens when someone hurts or scares another person on purpose. Usually may happen over and over again. Bullying can also happen online or electronically (texting, DMs, etc.).

Cyberbullying is bullying that occurs online.

Examples include but are not limited too:

- Sending mean text messages, emails, DMs etc...
- Posting inappropriate pictures or messages about others in blogs or on websites
- Using someone else's username to spread rumors or lies about someone

What to do if you witness bullying?

- Report the bullying to an adult (i.e., teacher, counselor, nurse, coach, parents, or any adult with whom you feel comfortable).
- Support someone who is being bullied. Sometimes the best thing you can do is just to be there for him or her and be a friend.

What to do if you are a target of a bully?

- Report the bullying to an adult at home or school. Telling is not tattling or snitching.
- Don't fight back. Don't try to bully those who bully you.
- Try not to show your anger or fear. Students who bully like to see that they can upset you.
- Calmly tell the student to stop, or say nothing and walk away.

Sexual Harassment

Any action, comment, or remark (whether written or spoken) that may provoke a negative reaction from another person is forbidden and subject to disciplinary action. Unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment. Sexual harassment may occur as a pattern of degrading sexual speech or actions ranging from verbal or physical annoyance or distractions to deliberate intimidations and threats or demands. Sexual harassment may include, but is not limited to:

- Vulgar remarks or sexually derogatory comments
- Physical touching, pinching, patting, or blocking free movement
- Sexual propositions or advances
- Physical assault

Conflict Resolution

Fighting and/or threats are prohibited. Students involved in conflict, whether physical, verbal, or otherwise, will participate in a conflict resolution facilitated by a staff member. Physical conflicts may result in suspension and/or other disciplinary consequences. Since **"play fighting"** often results in real fighting, it may be subject to the same consequences.

Steps to Resolve Conflict

- Tell the person to stop. Sometimes a person doesn't realize they are bothering you.
- Tell your teacher. They are there to help you.
- Tell your counselor. They can speak with that student confidentially.
- Mediation with student: This is a meeting facilitated by the counselor, you, and any other student(s) involved.
- Speak to an Assistant Principal.

Littering

Students who litter may be assigned to campus beautification, lunch detention, or other consequences as determined by school administration and/or staff.

Profanity, Vulgarity, or Obscenity

Appropriate, professional language must be used at all times. Use of profanity, vulgarity, or obscenity is offensive, and will not be tolerated at any school activity. Profanity, among other behaviors, is a violation of California Ed. Code 48900 and may result in suspension.

Cajon Valley School District Discipline Guidelines

It is the top priority of the Cajon Valley Governing Board to have a safe, secure, and effective learning environment for all students. In order to ensure that a positive and safe environment exists, the Cajon Valley School District supports procedures in accordance with Ed. Code and Board Policy. .

Any student who possesses a weapon, provides or sells drugs at school, causes serious harm to another individual, or is a habitual disruption to our learning environment may face arrest, suspension, and possible expulsion proceedings. To this end, each Principal and Assistant Principal in the district is provided with specific directions on the procedures to follow should one of the following offenses occur on their school campus:

Administrative Suspension of Students (California Ed. Code 48900)

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- Caused, attempted to cause, or threatened to cause physical injury to another person
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal
- Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind
- Unlawfully offered, arranged or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant
- Committed or attempted to commit robbery or extortion
- Caused or attempted to cause damage to school property or private property
- Stolen or attempted to steal school property or private property
- Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel
- Committed an obscene act or engaged in habitual profanity or vulgarity
- Had unlawful possession of or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties
- Knowingly received stolen school property or private property

Cajon Valley Middle School Does Not Tolerate Alcohol/Drugs/Tobacco

Alcohol: Drinking alcohol leads to a loss of coordination, poor judgment, slowed reflexes, distorted vision, memory lapses, and even blackouts.

Drugs: Drugs can harm your judgment, balance, and memory and even threaten your life.

Tobacco: Tobacco such as cigarettes, e-cigarettes, vape pens, cigars, pipe tobacco, and chewing tobacco, is addictive and nicotine is the drug in tobacco that causes addiction. In addition, the report determined that smoking is a major cause of stroke and the third leading cause of death in the United States.

Vaping: Possession or use of any vape device may result in suspension or expulsion.

Cajon Valley Middle School Does Not Tolerate Weapons and Fighting

Weapons: Any object that can be used to injure another person

Fighting: Any interaction between two or more people that involves physical contact

What can I do?

- Tell an adult as soon as possible
- Write a note to a staff member to alert them
- Speak to your counselor
- Speak to your Assistant Principal
- Speak to your teacher(s)

Show the Cougar Way

- Show initiative by alerting a staff member
- Be determined to do the right thing
- Practice self discipline by refusing to be a part of something that is wrong
- Cooperate by helping make our school a safe place to be

School Compact and Parental Involvement

STUDENT/PARENT/TEACHER/PRINCIPAL SCHOOL COMPACT

Cajon Valley Middle School is committed to high standards for its students and staff. This commitment helps to ensure the best climate for educational excellence for our children. This agreement below is a promise by students, school staff, and parents who are working together toward student success.

As a **STUDENT**, I will be responsible for:

- Bringing and maintaining my charged Chromebook.
- Upholding appropriate digital citizenship.
- Showing courtesy and respect to adults, peers, and myself.
- Showing initiative, effort, and perseverance.
- Displaying responsible behavior and following school expectations.
- Attending school daily and being on time for all classes.
- Being prepared for learning activities on a daily basis.
- Completing all classwork and homework assignments to the best of my ability.
- Seeking assistance from the trusted adults in my life, at home and at school.
- Being the best version of me I can possibly be.

As a **PARENT**, I will be responsible for:

- Sending my child to school each day well rested, prepared, and on time.
- Creating time and space for my child to complete studies at home.
- Assisting my child with their work or ensuring that they go to regular tutoring sessions.
- Providing necessary materials to support my child's learning.
- Monitoring my child's academic progress.
- Attending all parent/teacher conferences, parent events and workshops.
- Reinforcing positive character traits and focusing on making education a priority.

As a **TEACHER**, I will be responsible for:

- Teaching rigorous grade level skills and concepts and implementing visible learning strategies.
- Addressing the individual needs of all students in my class and providing students with extra assistance.
- Communicating frequently with parents regarding student progress.
- Providing a safe, positive, and healthy learning environment for the students.
- Providing feedback on student performance in a timely manner.
- Communicating expectations for homework, class work, and behavior to students and parents.
- Encouraging students to be the best they can be.
- Teaching students that abilities are developed through hard work.

As an **ADMINISTRATOR**, I will be responsible for:

- Creating a welcoming environment for students and parents.
- Communicating the school's mission and goals to students and parents.
- Ensuring a safe and orderly learning environment.
- Reinforcing the partnership between family, student, and staff.
- Acting as the instructional leader by supporting teachers in their classrooms.
- Providing appropriate professional growth opportunities for teachers.
- Encouraging parent involvement and education.
- Supporting the work our teachers are doing in the classroom.



Cajon Valley Middle School, 550 E. Park Avenue, El Cajon, CA 92020
Phone: 619-588-3092/Fax: 619-579-4817

Signature Page

I have read and understand the material presented in the **Cajon Valley Middle School Student Handbook**, and **our School Compact**.

Student Name (Please print first and last): _____ Grade: _____

Parent Name (Please print first and last): _____

Parent/Guardian Signature: _____ Date: _____

Advisory Teacher Name: _____