

WELCOME TO MEDEA CREEK MIDDLE SCHOOL!

MEDEA CREEK VISION STATEMENT

- **We believe school should prepare students for life as productive and responsible citizens.**
- **We believe in success for all students.**
- **Everyone is expected to do their best in an atmosphere where they feel safe and are known and appreciated as unique individuals.**
- **We are all lifelong learners.**
- **Our goal for learning is to be meaningful and challenging.**
- **Expectations for quality work and how it will be judged are clear to all.**
- **We are a team.**

PHILOSOPHY, STANDARDS AND PROCEDURES FOR SUCCESS:

Medea Creek Middle School strives to maintain an atmosphere in school and at school activities that enhances the potential for the success of every student. Our commitment to learning includes the following concepts:

- Mutual respect is the underlying principle in the classroom.
- Rules are publicized, explained, and equitably enforced.

School rules are derived from the goals of respect for self, for property, and for others. In enforcing the rules of the school, the district, and the state, the Medea Creek staff believes that students must understand that their actions do have consequences. As students become responsible for their own behavior, they develop the self-discipline needed to become responsible citizens. Schools must provide frequent opportunities for students to exercise self-discipline.

Medea Creek Middle School believes that students must become self-sufficient and productive members of society. The rights and privileges of a democratic society depend on each individual's sense of social conscience.

To assist the success of students in a school environment, the school, staff and parents must work cooperatively. Teachers, counselors, and administrators are responsible for modeling and teaching students the behavioral standards desired in the classroom and in the school. Parental support of the school is essential to ensure that students respect and follow the rules and regulations.

From the beginning to the end of class, teachers must be free to teach and students must be free to learn. Students are expected to show respect for the teacher and for other students in the classroom. **Any behavior**

that disrupts instruction is inappropriate.

Specifically, students are required to come on time to class prepared to work with all required materials and to stay on task for the class period. Additionally, students must comply with the classroom rules as established by each teacher. When a student displays disruptive behavior in the classroom, the teacher will first work with the student to improve behavior. If that effort fails, the student who continues to disrupt the learning process will be referred to school counselors and/or administrators.

Medea Creek Middle School and all Oak Park Unified School District School sites are 100% tobacco free. Use of any tobacco product is prohibited on all campuses. Additionally, Medea Creek Middle School follows a policy of nondiscrimination including, but not limited to, all aspects of curriculum, employment and communications.

MCMS WEBSITE: WWW.OPUSD.ORG/MCMS

Main Office(818) 707-7922
Attendance Office.....(818) 597-4261

EMAIL DIRECTORY:

Teachers and staff can best be reached by email. All (see 3 exceptions on staff list) email addresses follow this format: *first initial, last name @opusd.org* (example: Ms. G. Jantz would be gjantz@opusd.org)

Ms. K. Alford (School Psychologist)
Ms. T. Ahmadi (6th grade Humanities)
Ms. L. Baker (Art and EL)
Mr. A. Boyadjian (Dean)
Ms. M. Cadle (Art)
Ms. D. Church (Office Manager)
Mr. J. Coffey (Music)
Ms. Carleigh Cooper (Wellness Counselor)
Ms. K. Creason, kacreason@opusd.org (6th grade Math/Science)
Ms. K. Dusek (8th grade Humanities)
Mr. J. Estrada (8th grade Humanities)
Ms. C. Fersht (6th grade Math/Science)
Mr. J. Fisch (7th grade Science)
Ms. E. Fletcher (Special Education)
Ms. P. Franco (7th & 8th grade Math)
Ms. B. Gibson (PE)
Ms. R. Goldman (6th grade Humanities)
Ms. S. Gottlieb (Assistant Principal)
Ms. M. Graves (8th grade Science)
Ms. F. Hermosillo (PE)
Ms. T. Hogan (PE)
Ms. G. Jantz (Principal)
Ms. K. Johnson (8th grade Humanities)
Ms. T. Johnson (Special Education)
Ms. C. Jones (Special Education)
Ms. T. Lamb (8th grade Science)

Ms. D. Large (Counselor A-G)
 Mr. R. Large (7th & 8th grade Math)
 Ms. C. Lavigna (7th grade Humanities)
 Ms. E. Levine (Music)
 Ms. S. Mach (Special Education)
 Ms. N. Marino (Health Tech)
 Ms. C. Melton (7th & 8th grade Science)
 Mr. J. Moore (7th grade Humanities)
 Ms. K. Mosley (8th grade Humanities)
 Ms. S. Nelson (Speech Pathologist)
 Ms. C.. Norton (6th grade Math/Science)
 Ms. P. Norton (Registrar)
 Ms. Maureen O' Hagan, maohagan@opusd.org
 (Health)
 Mr. Michael O'Hagan, mohagan@opusd.org
 (6th grade Humanities)
 Ms. S. Perez (Counselor P-Z)
 Ms. B. Randolph (7th grade Science)
 Mr. T. Roesner (6th grade Humanities)
 (6th grade Humanities)
 Ms. A. Sinnamon (7th & 8th grade Math)
 Ms. D. Sisso (technology and math)
 Ms. K. Skiba (7th grade Humanities)
 Ms. C. Smilor (Counselor H-O)

Ms. K. Sonnabend (6th grade Math/Science)
 Ms. A. Stein (7th grade Humanities, ASB)
 Ms. B. Ulloa (7th & 8th grade Math)
 Ms. D. Watts (Spanish)
 Mr. C. Webb (PE)
 Ms. T. Wenker (7th grade Humanities)
 Mr. S. White (8th grade Humanities,)
 Mr. B. Winsick (7th & 8th grade Math)
 Ms. K. Winthrop (6th grade Math/Science)
 Mr. R. Yeager (PE)

ACADEMIC HONESTY/INTEGRITY

Academic Honesty/Integrity: (District Policy BP 5131.9)

The Oak Park Unified School District upholds high academic standards and values hard work, prohibiting any forms of dishonesty or deception that may unjustly enhance grades. The district emphasizes that a student's long-term success is rooted in genuine learning rather than focusing solely on grades. A student's work is expected to reflect individual effort. A student is considered to be in violation of school policy on Academic Honesty when they participate in any of the activities included in, but not limited to, the list below:

Plagiarism: Using other people's work rather than doing your own work deprives you of the chance to actually learn the material you are expected to learn. Show respect for the work of peers, authors and researchers by not

copying their information or

- Not citing sources
- Willfully falsifying information and presenting it as your own work or research
- Citing nonexistent sources
- Copying and pasting from the Internet
- Forging a signature

Cheating: Copying another student's work on a quiz, test, homework, classwork or project. (All assignments shall be considered individual unless specifically stated otherwise by the teacher)

- Providing work for another student to copy
- Communication of any kind with other students during a test or quiz
- Securing or distributing copies of an assessment, the questions or the answers beforehand
- Using unauthorized notes including copying into hands, body or other apparatus.
- Looking up the answers on the Internet or a book when not directed by the teacher

Any use of AI in the classroom or on class assignments must align with the teacher's instructions and use expectations and BP 6163.4 Student Technology Use Policy and Acceptable Use Agreement.

Consequences for Academic Dishonesty may include the following infractions. Discipline policies will apply to both parties involved in cheating and/or Plagiarism. (see F. Possible Consequences for Violation of a Rule 1-10 page 12)

First Infraction:

- Loss of points on the assignment, test, quiz or final inasmuch that will not result in a drop of the student's grade by two full letter grades.
- Teacher notifies parent and Dean
- Consequences 1-10

Any additional infractions :

- 0 (zero) given on the assignment, test, quiz or final
- Teacher notifies parent and Dean
- Consequences 1-10

Per MCMS handbook: Cheating and Plagiarism Consequences (4-13)

1. Warning
2. Conference with student regarding violation, and a warning.
3. Parent contact to review violation and consequences
4. Detention/confiscation.
5. Loss of Privileges
6. Restorative Practices
7. Referral to Office.
8. Parent/teacher/administrator conference.
9. Signed behavior contract.
10. School on Saturday.

ACTIVITIES (SPONSORED BY ASB)

There are many ways to become involved at Medea Creek Middle School. Your ASB offers the following activities. Come to them and be involved!

Spirit Days: ASB sponsors contests & activities at lunch such as karaoke, lip sync, games, special dress days, and more!

Events (“Dances”): Sponsored regularly by ASB. They are generally held from 3:00 - 5:00 p.m. To attend, students must bring their I.D. card, arrive within the first 15 minutes, & follow the dress code. Students may not leave the event early without a parent/guardian meeting the student at the door. Parents must send a permission note to have their child picked up early by another parent.

Please note: Students participating in extracurricular activities (for example, dances and after school activities) must be in school on the day of the activity in order to participate.

Panther Activity Card (PAC): The Associated Student Body (ASB) sells a Panther Activity Card or PAC at the start of each school year. Students are encouraged to purchase a PAC that will benefit them and their student body all year long. For purchasing the PAC, students will get free/discounted entry to the events planned for this year, VIP access to spirit events held on campus, and much more. Additionally, the funds raised through the sale of Panther Activity Cards will enable ASB to fund the many other student activities throughout the year. These include spirit activities, campus club activities, assemblies and much more!

Service Learning: ASB will offer service-learning opportunities that better our school, community, and world.

Clubs: Listen for announcements early in the school year to join one of the various clubs on campus, including Chess, Computer Programming, Movies, Board Games, Art, Recycling, Fitness, Rockets and others. To find out how you may start your own Club, contact Ms. Gottlieb, Assistant Principal. Club Sign Up Day will be held August 29, 2025 during the lunch periods.

Other Activities:

Wonderful people and opportunities make Medea a special place to learn and to get involved. You can do this by joining a Club on campus, participating in All Star sports or school events beyond the school day such as MCMS concerts and plays, coastal and community clean-ups, Math Counts, Spelling Bee, Yearbook, NJHS, attending Homework Club, helping faculty and staff on campus, and peer tutoring. Find out how connecting with your school can connect you with an extra special middle-school experience! Check the MCMS calendar, website and listen to the morning announcements.

ACCEPTABLE USE AGREEMENT (Technology Use)

OPUSD Student Technology Acceptable Use Agreement: All students sign an Acceptable Use Agreement at the beginning of the school year. Students and parents should be aware of all the provisions of this agreement including the use of AI. This webpage with the student Technology AUA can be accessed at the web address: <https://www.oakparkusd.org/StuTechAUA>

ALL STAR SPORTS

The All-Star Sports Program is an exciting opportunity for 7th and 8th grade middle school students to showcase their skills, build school spirit, and engage in friendly competition with other schools in the area. Designed to promote teamwork, sportsmanship, and community, this program brings students together through a variety of sports, fostering healthy competition and lasting connections. Whether on the court or the field, participants will develop their athletic abilities while representing their school with pride. Join us as we celebrate school unity, athletic excellence, and the power of teamwork!

Eligibility Requirements

To participate in the All-Star Sports Program, students must meet the following criteria:

- Maintain a 2.0 overall GPA (academic eligibility reviewed quarterly).
- Have no recent disciplinary issues (evaluated by administrator).
- Have limited tardies and absences (evaluated by administrator).
- Must be present at school on game day (teacher sign-off required for absences/tardies). A student will be ineligible to play on game day if they are absent or have two or more tardies on the day of the game.

Quarterly Progress & Eligibility by Sport:

Q1 (Progress or Grades) – Football / Soccer / Cheer

Q2 (Progress or Grades) – Basketball / Cheer

Q3 (Progress or Grades) – Volleyball / Cheer

Tryout Information

To be eligible for tryouts, students must:

- Bring a printed copy of their latest grades and overall GPA.
- Meet all eligibility requirements listed above.

***7th Graders may try out; however, priority will be given to 8th graders**

****Transportation must be provided by parents to and from games.**

We look forward to an exciting season of competition, teamwork, and school pride!

Field and Black Top Use Expectations

The field and black top is a shared space designed to promote recreation, physical activity, and positive social interaction during lunch.

To ensure safety and fairness for all students, the following expectations apply:

1. Approved Activities: Students may participate in football, frisbee, soccer, basketball, volleyball, or walking. All activities must reflect good sportsmanship, fair play, and inclusivity. Students are expected to play by the generally accepted rules of a game.
2. Respect and Courtesy: Students must be courteous to others, avoid rough or dangerous behavior, and respect both peers and staff at all times. Unsafe or disrespectful conduct will not be tolerated.
3. Supervision and Compliance: Students are expected to follow all directions from campus supervisors, especially regarding access to and dismissal from the field.
4. Loitering: Students may not hang out or loiter on the field without actively participating in approved activities. Those not engaged in field use should remain in other designated areas.
5. Equipment Check-Out: Students must present a valid student ID to check out any school equipment. All equipment must be returned when the whistle is blown to signal the end of field time.
6. End of Field Time: When the whistle is blown by supervisory staff, all activities must stop, equipment must be returned, and students must exit the field promptly and respectfully.

Consequences for Violating Field Expectations:

Students who fail to follow these expectations may face consequences including, but not limited to:

1. Verbal warning or redirection by staff
2. Parent contact or meeting
3. Detention
4. Conference with Dean of Students or administration
5. Behavior contract or intervention plan
6. Temporary or permanent loss of field privileges

These expectations and consequences are in place to maintain a safe, respectful, and enjoyable environment for all students.

ATTENDANCE/ABSENCES:

We want all students to be successful at school. Common sense and research tell us that the most successful students are those who arrive to class on time and have good attendance. In middle school we are charged with helping students to solidify good habits that encourage responsibility. As students progress through secondary school, classes demand daily attendance for students to collaborate and participate in classwork that cannot be replicated outside of the classroom. Academics are increasingly challenging—and it is much harder to do well with frequent absences.

Of further note, current state law provides school funding ONLY when students are in school regardless of the reason for an absence. The California School *Dashboard* contains reports that display the performance of local educational agencies (LEAs), schools, and student groups on a set of state and local measures to assist in identifying strengths, weaknesses, and areas in need of improvement. *Dashboard* uses attendance, just like state test scores, to determine the health of a school and district.

Absence and Communication- When you are going to be late or absent, remind your parents to call the school absence line (818) 597-4261. The absence line is available 24 hours per day. Parents are notified of an absence through our automated telephone system, which delivers calls daily from 5:00-6:00 p.m. Absences also are listed in Student Connect, “Q”.

Students should be in good standing with attendance in order to participate in extracurricular events that take students out of their instructional day. If you miss school for a doctor’s appointment, please submit a doctor’s note upon return.

A student's absence shall be excused for any of the following reasons:

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic service or appointment (Education Code 48205)
4. Attendance at funeral services for or grieving

the death of a member of the student's immediate family or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family (Education Code 48205)

A student may be excused for this reason for up to five days for each incident. (Education Code 48205)

5. Jury duty in the manner provided for by law (Education Code 48205)
6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
 1. Attendance or appearance in court
 2. Attendance at a funeral service
 3. Observance of a religious holiday or ceremony
 4. Attendance at religious retreats for no more than one school day each semester
 5. Attendance at an employment conference
 6. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)
10. Attendance at the student's naturalization ceremony to become a United States citizen

(Education Code 48205)

11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people (Education Code 48205)
12. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence (Education Code 48205)

Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence each school year (Education Code 48205)
13. When a student's immediate family member or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family has died: (Education Code 48205)
 1. To access services from a victim services organization or agency
 2. To access grief support services
 3. To participate in safety planning or take other actions, including, but not limited to, temporary or permanent relocation, to increase the safety of the student, an immediate family member of the student, or a person determined by the student's parent/guardian to be in such close association with the student as to be considered immediate family.

Such absence shall be excused for not more than three days for each incident. (Education Code 48205)
14. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomination (Education Code 46014)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in Administrative Regulation 6112 - School Day, and is not excused from school for this purpose on more than four days each school month. (Education Code 46014)
15. For a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days, work in such industry (Education Code 48225.5)

For this purpose, student absence shall be excused for a maximum of up to five absences each school year. (Education Code 48225.5)

16. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences each school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, sibling, grandparent, or any other relative living in the student's household. (Education Code 48205)

Stay At Home Sick:

- A morning temperature of 99.0 degrees or greater
- Fever-free for 24 hours before returning to school
- Vomit-free for 24 hours before returning to school
- When you have diarrhea
- Severe coughing, green nasal discharge or severe ear aches
- Severe sore throat with trouble swallowing.

California compulsory education laws require schools to report truanancies. A Truancy, as defined by law, is a student who has missed 3 school days or is tardy or absent more than 30 minutes during the school day on 3 occasions in one school year without a valid excuse. See Education Code Sec. 48260-64.5. On the 6th unexcused absence, a student is classified as a habitual truant and is subject to penalties defined by law. Even with an illness, the school will require a note from a medical practitioner if the number of illnesses exceeds 3 consecutive or 8 school days in a year.

Trips and family vacations are not valid excuses under the law. These absences must be reported as truanancies. However, there is a provision made for this with advanced notice, an **Independent Study contract may be requested** (see below.) In this case, the absence can be excused if assigned class work is completed during the absence and turned in upon return to school. Independent Study Contracts (timelines and requirements) can be obtained through the MCMS Office. While Independent Study Contracts are available, we encourage families to schedule vacations during non-school days because of the student stresses and academic disruptions that often accompany these absences.

Attendance/Truancy letters are automatically

generated and mailed home once a student misses 3 or more school days without having reported a valid excuse ("Unexcused") as defined under the law, OR, because of mounting and excessive absences, even with a valid excuse. Students may not be allowed to make-up work missed by truancy. **Chronically Absent** is defined by law as a student who misses 10% or more of school, even with a valid excuse.

II. Once a student is designated a truant (or chronically absent) state law requires schools, districts, counties, and courts to intervene to ensure that parents and pupils receive certain services to assist them in complying with attendance laws.

A. Attendance letter(s) will be sent home, alerting the student and family that there is an attendance issue; MCMS will contact and counsel the student and family.

B. Should absences continue, student and parent will be contacted for a **School Attendance Review Team (SART)** meeting held at the Oak Park Unified School District Office with the Assistant Superintendent and a panel of OPUSD personnel to examine the issues preventing the student from attending school on a daily basis.

C. Beyond SART, students and families can be referred to the **School Attendance Review Board (SARB.)** SARBs are employed nationwide to investigate and enforce compulsory school compliance through age 18. SARBs are often composed of law enforcement and/or a representative from the District Attorney's Office, school administrators and various community members. The panel reviews each case and has the authority to issue citations and/or monetary fines to parents and students, require community service or court appearances, as examples.

D. **TRUANT students** (skipping class/school unbeknownst to their parent/guardian) are subject to making up the missed school

III. Tardy to Class - Students are required to come to class prepared and on time. We want our students, in the words of one MCMS student, to be "Time Formal." In the event that a student is late to school, he/she must check in at the Attendance Office. Students tardy 15 minutes or more are officially marked ABSENT. The following consequences will result for tardies (per SEMESTER):

1st tardy - Make student aware of the tardy..

4th tardy – Referral to Office for one hour after school detention (student will be given 24 hour notice).

6th tardy – Referral to Office for two one hour after school detention (student will be given 24 hour notice).

8th tardy - School on Saturday

8 tardies and up- Office conference with parents to discuss consequences; possible referral to SART.

Leaving School - If you need to leave during the school day, bring a note from your parent to the office in the morning to get an "Off Campus Pass". This will save you, your teacher, and your parent time when it comes time to leave campus. You may never leave campus without a pass from the office and parent permission. If you do, you will be breaking the law requiring you to be at school (truancy). Truants are not allowed to make up schoolwork as are legally absent students; thus their grades are affected.

Doctor's appointments- Students who attend a doctor's/medical/dental appointment during school hours must submit a doctor's office verification with the date and time of the appointment. (Ed- Code 48980) (BP5113 AR5113)

Make-Up Policy - Students who are suspended or whose absence is excused or unexcused from school, shall be given the opportunity to complete all assignments and tests that can be reasonably provided. The Board recognizes that not all lessons or assignments can be duplicated following a student's absence. As determined by the teacher the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

The Superintendent or designee shall notify parents/guardians that no student may have a grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205.

AWARDS /RECOGNITION

Students at Medea Creek are recognized for their achievements in many different areas. Below is a list of criteria for each of the awards/recognitions that can be earned. We hope you will strive to achieve one or more of them!

Awards Based on Quarterly Achievement:

4.0 Award: Students who earn a 4.0 grade point average are recognized.

Honor Roll: Students earning a minimum GPA of 3.5 are recognized as Honor Roll members.

Awards Given Yearly:

California Junior Honor Society (CJHS)

Eligible 6th, 7th, and 8th grade students will be recognized.

WEB Leaders.

Eligible 8th grade students will be recognized.

8th Grade Awards/Recognitions:

4.0 Award: 3 years.

President's Education Award: Honor roll from 6th grade through 1st semester of 8th grade and teacher recommendation. Must have "O" or "S" in citizenship on report cards with no suspensions or truancies.

Language Arts Academic Excellence Requirement: 95% minimum grade in Language Arts for each of the 1st 3.5 quarters in 8th grade; "O" in Citizenship (1st 3.5 quarters); "O" in Work Habits (1st 3.5 quarters).

History Academic Excellence Requirement: 95% minimum grade in Social Studies for each of the 1st 3.5 quarters in 8th grade; "O" in Citizenship (1st 3.5 quarters); "O" in Work Habits (1st 3.5 quarters).

Math Academic Excellence Requirement: An average of at least 95% (1st 3.5 quarters) in Alg. Intro. An average of at least 95% (1st 3.5 quarters) in Algebra 1. An average of at least 95% (1st 3.5 quarters) in Geometry. "O" in Citizenship (1st 3.5 quarters); "O" in Work Habits (1st 3.5 quarters).

Science Academic Excellence Requirement: 95% minimum grade in Science for each of the 1st 3.5 quarters in 8th grade; "O" in Citizenship (1st 3.5 quarters); "O" in Work Habits (1st 3.5 quarters).

Director's Award: Awarded by the Director to the student who embodies excellence in musicianship and citizenship by the Instrumental Music Director.

3 Year Instrumental Music Recognition with Honors: Students must earn all A's and O's in all band/strings classes all three years, with at least one year in the most advanced band/strings class.

3 Year Instrumental Music Recognition with Jazz Honors: Students must earn all A's and O's in

band/strings classes all three years, with at least two years of Jazz Band Participation with 80% attendance in rehearsals and performances

3 Year Choral Recognition: Students must be in Chorus for all three years with at least 80% attendance in rehearsals and performances overall.

Art Award: Excellence in art for two or more semesters, including the Art Showcase course. Students submit an art portfolio, according to criteria, for consideration.

Panthers Make A Difference: 3 years of approved community service, at least 20 hours of service each year. (award & notation on Culmination Certificate).

Spanish Award: Excellence in learning the Spanish language; has shown leadership in class and gone above and beyond. Must have completed Spanish I.

Judy Colford Award: Friendly kindness that says everyone is valued at our school; pride to always do one's best; spirit of determination to never give up.

Panther Pride Award: Combination of leadership and service.

Superintendent Compassionate and Creative Global Citizen Award: Exemplary service to the schools, community, or beyond; demonstration of compassion, empathy, creativity, and selflessness in service; ethical, moral behavior; integrity, honesty, and sound moral values; anti-bullying efforts; social and environmental responsibility. Awarded at a OPUSD Special Board Meeting held in May. Students are nominated by MCMS faculty and staff.

BALLOONS

We request that students and parents not bring balloons on campus due to the fact that it can be dangerous for students with latex allergies and other types of balloons (such as Mylar) are known to be hazardous for our environment. Mylar balloons should not be released into the sky due to the damage they cause to power lines. When latex balloons pop, the powder they emit, especially in crowded hallways or classrooms, can cause a serious allergic reaction.

BULLYING/CYBERBULLYING

Board Policy 5145.9 Hate Motivated Behavior

Medea Creek Middle School is committed to providing a safe and respectful learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. ***Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils that have or can be reasonably predicted to have the effect of causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health, academic performance, or ability to participate in school activities.***

MCMS does not tolerate any type of harassment, speech, violence, or acts that cause a hostile environment. As such, consequences and/or disciplinary means are instituted for any such behavior. Importantly, school staff prioritizes the protection and healing of the targets of such acts.

(See also: Cyber Safety and Discipline Policy)



When you encounter Bullying/Cyberbullying we need you to:

- Alert an adult on campus with the details.
- Utilize MCMS's "no penalty problem solving" with a staff member.
- Trust that reports are taken seriously and dealt with promptly.
- Focus on not retaliating with put-downs or abusive behaviors.
- Also see MEDEA REPORT IT**

BUS RULES

Remain seated & facing the front of the bus. Listen for instructions. No loud conversation or unnecessary noise.

Keep all parts of your body inside the bus. Do not bother the driver or other students. Conduct yourself at all times so as not to become a hindrance to the safe transportation of students.

CIVILITY POLICY AND COMMUNICATION

OPUSD Civility Policy [BP 1313(a)] states that "Civil behavior is polite, courteous, and reasonable behavior which is respectful to others and includes integrity, honesty, acceptance, timeliness, dependability, observance of laws and rules, and effective communication."

Students shall not communicate or behave in a manner that causes disruption; hinders the orderly conduct of district operations, the educational program, or any other district program or activity; or creates an unsafe learning or working environment.

Parents are welcome to use school district-hosted email as their means of communicating with their child's teacher or other staff members. Teachers check their emails daily, but in most cases will not respond during times when students are still in class. Whenever possible, staff will respond to inquiries within 2 working days.

Communications using email or any other method must remain civil by all parties. Uncivil communication is defined by using profanity, employing insulting, rude, offensive or demeaning language, making threats, and using all capital letters to signify shouting. These are all violations of the School Board adopted OPUSD Civility Policy. Failure to remain civil in any communication with staff members could result in the loss of email access or other communications with staff members.

CHROMEBOOK USAGE AT BREAKS

At unstructured time, like lunch and nutrition, students are allowed to use their chromebooks only on A Days.

CLUB OAK PARK (OPUSD EXTENDED CARE)

Club Oak Park, the OPUSD before- and after-school program, incorporates age-appropriate programming to keep students engaged and enriched outside of school hours. In addition to daily homework time, students are provided with various options for indoor and outdoor activities. For more information and to sign up, please visit our website: opusd.org/cluboakpark or contact our office at CLUBOAKPARK@OPUSD.ORG.

All school rules and behavior expectations apply to Club Oak Park. Students who are registered are expected to check in directly after school and must adhere to program expectations at all times.

COMMUNICATION REGARDING SCHOOL PROGRESS AND PROGRAMS

Middle school students are expected to communicate honestly and frequently with teachers and parents

about their progress and problems in order to allow all of us to work together toward the success for all students that we desire. Students are expected to immediately transport all information given to them by the school or parents, either to home or to school.

A. Progress Reports and Report Cards

Teachers frequently post grades, either in class or on “Q” and provide you with grade printouts; you are expected to look up your grade information on “Q” or take that information home to share. Every five weeks teachers provide you with a grade update and progress reports are posted on “Q” for students not meeting standards; these are to be immediately shared with parents. Final Report Cards are posted on “Q” at the end of each ten week quarter; these are to be immediately shared with parents. Hard copies of grades are available by request in the MCMS Office. Until you are 18 years old, these types of communication belong as much to your parents as to you.

Students shall have multiple opportunities to demonstrate mastery through a variety of methods including, but not limited to, tests, projects, portfolios, and/or class discussion as appropriate. Students shall not be given extra credit towards academic grades for attending school events, donating materials, or any other similar activities that could exclude a student because of where they live or their socioeconomic status. Rather, extra credit in the academic grades shall only be given to students when the points reflect mastery of course content. *See BP 5121 Grades Evaluation of Student Achievement*

B. Culmination Privileges

8th grade students look forward to several special activities as part of leaving middle school for high school. These privileges are only available to those 8th grade students who meet the standards for culmination. As a reward for students’ efforts there are three activities that are a special part of the 8th grade experience.

The Culmination Ceremony requirements are:

1. During 8th grade a student must have a **final cumulative GPA of 1.5.**
2. A student must not receive more than **four (4) “Unsatisfactory”** marks in Citizenship, during the school year (on the final report cards—not progress reports), cumulative, with no more than **one (1) “Unsatisfactory”** mark in citizenship during the 4th Quarter progress.

The 8th grade trip and 8th grade End of Year Celebration requirements are:

1. Meet the minimum culmination ceremony requirements and;
2. **Have NO Fails in the 4th quarter of 8th grade.**
3. Activities may be denied for violations of standards during the final semester. Discipline, suspensions, excessive tardies or referrals may also cause students to be prevented from participating in the culmination/activities.

Appeal Process: For students who are notified in May that they are NOT eligible for culmination or culmination activities, students/families may appeal the decision through the Appeal Process. An Appeal statement may be sent to the principal or assistant principal; this is to be completed and submitted for review by the Culmination Appeal Committee.

C. High School Extra and Co-Curricular

Eligibility In order to be eligible to participate in extra and co-curricular activities in high school, students must maintain a 2.0 or "C" grade point average with no contributing grades of "Fail" during the preceding marking period.

D. School Newsletters & Bulletins: Electronic

Communication: The MCMS website is the go-to place to get great MCMS information. Additionally, a newsletter produced by the PFA is sent regularly by email. *Parent Square* is MCMS’s and OPUSD’s electronic communication vehicle. School and District news, calendar, and updates arrive as emails. *Parent Square* is partnered with Q, our student information system, so that when a new student is enrolled in MCMS, parents automatically receive an email to join Parent Square to receive regular school-related communication.

Weekly video-casts are shown in class, with the text posted on the ASB website every day. Students submitting information for video notices must have prior approval by a faculty sponsor and submit them no later than 10:00 a.m. the preceding school day. All information/links are available on the ASB site. Important announcements may be missed by many students if they do not watch the video-casts. Many clubs and activities are on a "first come, first served" sign-up basis.

E. Messages for Students

In order to avoid classroom interruptions, messages will not be delivered to students during the school day.

F. Emergency Contacts

In case a parent or guardian cannot be reached by telephone only the person(s) listed on the "Emergency Card" may be contacted or be able to pick up a student in the event of an emergency. **Please keep this information up-to-date in Parent Connect. Parents are expected to do this directly in Parent Connect.** Parents should also notify the Attendance Office if they have Hospital Release Forms on file at local hospitals.

G. Moving

Students are requested to submit to the office any change of address or telephone number. Parents must provide the office with home and work numbers.

COMMUNITY SERVICE PLAN

MCMS actively encourages students to get involved with their community, far and wide, to make a positive impact on the world. There are many opportunities to get involved. Check the MCMS website and listen to morning announcements. The objective of MCMS’s

Community Service Plan, and award, "Panthers Make A Difference," is to provide incentives and recognition for students to engage in service and charitable activities. For additional information, see the Assistant Principal for a copy of the Plan's Guidelines and a "Panthers Make A Difference Form"— or access the form on ParentSquare.

CYBER SAFETY AND DIGITAL CITIZENSHIP

Cyber safety is learning how NOT to be a target for scams, bullies, and predators online; what to do and what not to do to keep your private information private (for example, passwords) and to keep embarrassing pictures and information from going viral.

Digital citizenship is about knowing how the Internet works, accessing and navigating digital media, and exercising responsible behavior that keeps you safe and keeps your online identity secure.

Acceptable Use Agreement (AUA):

<https://www.oakparkusd.org/aup>

Oak Park USD Social Media Guidelines for Students:

Within Oak Park schools, we recognize that the effective use of social media with students both in and out of the classroom can help to create transformative learning environments. With it, we are able to further our vision as a learning community, and create an environment “where the world opens up”. We want to help students with some guidelines that will help promote communication in a safe manner for students, staff and the community.

1. Be aware of what you post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
7. How you represent yourself online is an extension

of yourself. Do not misrepresent yourself by using someone else's identity.

8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.

9. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.

CYBERBULLYING (and prevention)

1. **Educate yourself:** What IS cyberbullying? – using media to threaten, harass or embarrass.

There is a difference between teasing, taunting and bullying.

- Teasing is when everyone is in on the joke, no need to explain or justify, everyone accepts the comment is meant more as a connection than a criticism.
- Taunting (or as they refer to it as “drama”) moves into mean spirited behavior that is either intentional or unintentional meant to assert dominance and power over another by making them feel less than.
- Bullying is the repetitive intentional acts targeting a specific individual(s) for the purposes of causing maximum harm.

2. **Protect your password:** Never share a password or passcode with anyone other than your parent or trusted adult! Giving others access to your accounts and devices leaves you vulnerable and your information unsecured. Any action that can be traced back to your device/account will be your responsibility.

3. **Keep photos family friendly:** Remember that texts, photos, videos and any other content transmitted online is no longer under your control once it has been posted.

The companies that transmit, process, and host accounts and information (Gaming, social media, shopping and subscription platforms) have the right to record, save and sell data. Friends, followers, subscribers and lurkers also gain control of your content once posted. There is nothing to stop another person from taking screenshots, dragging images to their desktop or taking pictures of pictures. Therefore, never post images, videos, or text that you do not want stored, sold or shared without or permission.

4. **Never open unidentified or unsolicited messages:**

Do not open messages from people you do not know. These include emails, text messages, direct messages within social media platforms, etc.—and clicking on links to other pages. Delete them without reading. All of these can contain viruses that can ruin your computer or collect private information from you without you knowing this.

5. **Log out of online accounts:** Don't save passwords from fields within web sites or your web browser for convenience; don't stay logged in when you walk away from a computer or cell phone. Prevent someone else from gaining your on-line identity.

6. **Pause before you post or reply:** DO NOT RESPOND TO UNKIND, VULGAR COMMENTS OR THREATS.

7. You are judged by what you post and you may escalate a situation by responding on-line. Alert an adult instead.

8. **Set up privacy controls:** Restrict access of your online profile to trusted friends and family. Most sites (IG, TikTok, SnapChat.) allow you to share information with friends only.

9. **“Google yourself”:** Use search engines (Google, Bing, Yahoo) and see if personal information/pictures come up that someone can use to hurt you. Take these off immediately. Tell them to stop or enlist the help of an adult you trust. If you are under the age of 18 you can request that Google removes images from their platform as well as any other social media platform. However please be aware that even after you request the images to be removed it is still possible for others to have taken screenshots and repost them in other places.

10. **NEVER retaliate:** Retaliation ALWAYS makes the situation worse, and puts you in danger of getting into trouble. Get help from a trusted adult.

11. **NEVER pass along messages from cyber bullies:** Don't be part of the problem—and get yourself into trouble!

5. **Save the evidence:** Print out messages and emails, save texts and capture screen shots when cyber bullying occurs. Turn these over to a trusted adult.

6. **Block access to cyber bullying:** You can block certain users from messaging you and, in many cases, you can block phone numbers. Contact your cell phone service provider for help. If messages are being sent anonymously you may want to go dark on your accounts for a while.

7. **Report it to the site:** Highly used websites make it pretty easy to report cyber bullying.

Harassment/bullying is a violation of the terms of service of all well-known web sites.

8. **Contact the police:** If you feel your safety or the safety of someone else is in danger, call the police immediately. Any time there is a threat, let an adult know.

DISCIPLINE

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

The Oak Park Unified School District supports a “Progressive Discipline Policy” and associated practice because this approach provides a logical, escalating sequence to consequences while informing students and parents at the earliest level where rehabilitation might be employed. An exception for implementing progressive discipline will be for more serious offenses, which require immediate suspension and mandatory expulsion by law. BP 5144 Discipline

A. RESPECT FOR PEOPLE, PROPERTY, AND LEARNING

• Protecting Personal and Public Property -

Students should protect their own property by keeping their backpacks with them or in their locker rather than leaving them sitting around. Never share your locker combinations or I.D. number in order to protect your privacy and property. Don't bring valuables to school.

• **Peer Relationships** - Students should be aware of acceptable behavior on campus or at any school activity or trip. We depend on the good judgment of the student. Overt physical contact such as kissing, prolonged hugging, or sitting in laps is not permitted. Students failing to use good judgment will be warned and parents notified.

• **Harassment** - (REPEATED name-calling, bullying, rumors, unkind behavior) will not be tolerated. Bullying: the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online.

RACIAL HARASSMENT

Racial harassment is an incident or a series of incidents intended or likely to intimidate, offend or harm any individual or group because of their [perceived or actual] ethnic origin, color, race, religion, or nationality, and a racist incident is any incident that is perceived to be racist by the victim or any other person (MacPherson Report 1999).

Such behavior may include:

- Derogatory name-calling.
- Verbal threats, insults, and racist jokes.
- Display of racially offensive material.
- Slurs or symbols (verbal, nonverbal, or written).
- Exclusion from normal conversation or activities.
- Physical attack.
- Encouraging others to commit any such acts.

HEALING, JUSTICE, AND PROTECTION

MCMS prioritizes the protection and healing of the targets of any act of harassment, hate, bullying, hostility or violence (as referenced above). Administrators, teachers, and school counselors, among others, are responsible for providing a safe place to learn for each and every student

and provide a system of support to those who are targets of any act of harassment, bullying, violence, or hostility.

SEXUAL HARASSMENT - Sexual harassment is unwelcomed sexual attention. It is attention of a sexual nature that is not wanted by the person receiving it. *The issue is the impact of the attention and not the intent.*

Even if the one conferring the attention is unaware that the attention is unwelcome, it may be offensive.

(Behavior resulting from mutual attraction is not a form of sexual harassment, because both parties welcome the interaction.) It is sexual harassment when:

- A person in a position of power coerces, or attempts to coerce, a subordinate or a student into providing sexual favors. (The subordinate or student may not feel at liberty to say "no" due to the imbalance of power); an individual behaves (or group of individuals behave) in a manner that is sexual in nature that creates a hostile, offensive, or intimidating work or learning environment. (This behavior may occur between people with unequal power, as well as between peers.)
- Unwelcome leering, sexual flirtations, or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual's body or clothes in a sexual way.
- Purposefully limiting a student's access to education tools.
- Cornering or blocking of normal movements.
- Displaying, passing around sexually suggestive objects in the education environment.
- Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint. Pupils participating in harassment will be referred to MCMS administration for disciplinary action. Continuing or severe harassment of a sexual or other nature may be reported as a "hate crime" to law enforcement authorities.

B. BOARD POLICIES REGARDING STUDENT RIGHTS AND RESPONSIBILITIES

Students do not leave their rights outside the school. On the contrary, students have rights under the Constitution that must be protected while they are in school. Students or parents may appeal according to

Board Grievance Procedures, with Uniform Complaint Procedures.

Board Policy 5131 Conduct

All students are expected to comply with school regulations to pursue the required course of study and to accept the reasonable authority of the Principal and the school staff. Each student shall have freedom and encouragement to express their individuality in school so long as this conduct does not intrude upon or endanger the freedom of others to behave as they wish, particularly upon the freedom of peers to receive instruction. It is the intent of the Board of Education to establish a rational position between freedom for each individual and the necessity for sufficient order to permit the operation of the instructional program. Students en route to or from school or in attendance at school functions are subject to the authority of the school.

Vandalism – Bd. Policy 5131.5 Vandalism, and Graffiti

The Governing Board desires to enhance student learning by striving to provide an environment where students and staff can feel safe and secure and can take pride in their school. A student who commits an act of vandalism or graffiti on school grounds shall be subject to disciplinary action which may include, but not limited to, suspension or expulsion in accordance with Board policy and administration regulation. If reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts in accordance with law.

Drugs, Tobacco, and Alcohol - Bd. Policy 5131.6

Alcohol And Other Drugs. It shall be the policy of the schools to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale and/or use of behavior-affecting substances. These substances shall include, but not be limited to, tobacco, marijuana, LSD, glue, alcohol, and barbiturates. Possession and/or sale of look-alike substances will have the same results as any controlled substance. School property, including lockers, may be inspected by school authorities in the interest of maintenance, health, and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel.

C. STUDENT DISCIPLINE GUIDELINES (BASED ON BOARD POLICY 5144 Suspension Expulsion Due Process)

Student Responsibilities

All students are expected to comply with school regulations, to pursue the required course of study, and to accept the reasonable authority of the Principal and the school staff. The goal in discipline is for the student to grow and develop self-control and self-direction.

School Staff Responsibilities

School staff members are expected to develop age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at school. The strategies shall focus on providing students with needed support; communicating clear, appropriate and consistent expectations and consequences for student conduct; ensuring equity in the implementation of Board approved discipline policies and procedures; exercise a reasonable enforcement of school regulations and for counseling students regarding potential deficiencies or problems. The staff also has a responsibility, whenever possible, to notify parents of potential deficiencies or problems before they occur. The Principal may implement necessary procedures, rules, and regulations to render effective the policies of the Governing Board relating to standards of behavior. Teachers shall be responsible for the instruction of pupils in rules and regulations of proper conduct, as well as be responsible for proper and adequate control of pupils. The responsibility and authority of any teacher expands to all pupils of the school district. The Principal shall take steps to ensure that all rules pertaining to the discipline of pupils are communicated to students at the time they are enrolled in the school.

Parent Responsibilities

Parents shall be expected to cooperate with school authorities regarding the behavior of their children. Parents shall be held responsible for the willful misbehavior of their children, as indicated by section 1714.1 of the Civil Code and Education Code Section 48904.

PROCEDURES FOR DISCIPLINARY ACTION/PROGRESSIVE DISCIPLINE:

Pursuant to all State law and Oak Park Unified School District Policies and Procedures, the following actions are taken to enforce necessary regulations. This listing of minimum and maximum actions does not imply or require that a "step-by-step" progression of increasing severity will be used by school staff in dealing with a violation. In most cases, disciplinary action is dependent upon the situation and the previous behavior record of the student.

D. SCHOOL ON SATURDAY (SOS)

Allows students to be disciplined without missing class, class assignments while it reinforces the fact that they have made a mistake.

SOS Rules and Regulations

1. The time usually assigned is two (2) hours [but can be up to four (4)]; from 8:00 - 10:00 am. [or until 12:00 pm]
2. Students who report late will be sent home and no hour credit will be recorded.
3. If a student is a discipline problem during the SOS, parents will be notified and the student sent home with no hour credit recorded.
4. Any time a no hour credit situation occurs, a follow-up conference with the administration will be necessary to determine the course of action by the school, including the possibility of suspension.

5. Students working in an unsatisfactory manner will be warned once, and if the work continues in such a manner, the student will be sent home with no hour credit recorded.

6. There will be NO cigarettes, smoking or vaping on campus at any time.

7. An unexcused absence from SOS will result in administrative disciplinary action including the possibility of suspension.

8. Visitors will NOT be allowed at Saturday School.

9. Students are responsible for their own transportation.

10. If there is an emergency and the student cannot attend Saturday School, please email the Dean of students prior to the start of Saturday School.

E. STUDENT APPEAL PROCESS

Students who wish to have the faculty consider policy or rule changes must do the following in order:

1. Contact the Principal or Assistant Principal in writing to see if a rule change in this area is being considered, or if the rule is one that must be appealed to a higher authority first (School Board), or if the rule cannot be changed because of law.
2. You must provide a written proposal that describes in detail what is wrong with the current situation and what you believe would be a better solution. In your written proposal, you must detail your arguments both for and against the proposed solution by both student and faculty (that's a total of four arguments). You must include research into what other schools have done. This will prepare you to recognize and be ready to discuss the different points of view that cause rules to be controversial at times and why getting agreement to change may be difficult.
3. These pieces of evidence will be presented to the faculty so they can take one of the following steps:
 - a) Ask you to survey the people who would be affected by this change so that opinions of all others are known;
 - b) Ask you to gather some other information before going on;
 - c) Agree with your proposal and work with you to get it into action;
 - d) Reject your proposal with comments back to you as to why.

F. POSSIBLE CONSEQUENCES FOR VIOLATION OF A SCHOOL RULE

1. Warning
2. Conference with student regarding violation, and a warning.
3. Parent contact to review violation and consequences
4. Detention/confiscation.
5. Loss of Privileges
6. Restorative Practices
7. Referral to Office.
8. Parent/teacher/administrator conference.

9. Signed behavior contract.
10. School on Saturday.
11. In school suspension (all day, class or activity).
12. Suspension from school.
13. Removed from class with Fail (WF) grade.
14. Transfer to another specialized Program.
15. Contact with police or appropriate Agency.
16. Recommend expulsion from District.

G. RECOMMENDED DISCIPLINARY ACTIONS/ PROGRESSIVE DISCIPLINE:

Discipline is commensurate with the severity and circumstances of the behavior violation.

Behavior: Minimum-Maximum Consequences:

I. Violations Against School Standards

A. Disruptive Behavior

Actions which are detrimental to the effective and safe operation of the school 1-10

B. Continued Disruptive Behavior

Repeated actions that violate school rules for safe conduct and effective school operation 1-10

C. Forgery

Falsifying signature or data on official records, letters, or notes from home 2-13

D. Truancy

Leaving class/campus during school hours without proper clearance 2-10

E. Misbehavior on Buses

Bus drivers and staff members are responsible for the orderly behavior of pupils while they are on the bus. Continued disorderly behavior or severe misbehavior shall be sufficient reason for a pupil to be denied transportation on a bus by the Principal or designee. 1-16

F. Student Attire

See Dress Code 1-10

G. Violation of Suspension

Physically present on a school campus or at a school activity while on suspension 9-13

H. Plagiarism/Cheating

Copying another student's homework or providing your work to others, cheating on a quiz or test/exam 4-13

I. Technology Use

Inappropriate use of any technology on the school campus, or involving another student or staff member 1-16

4-13 **II. Violations Against Persons**

A. Assault

Unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another (PC 240) 8-13

B. Battery

Any willful and unlawful use of force or violence upon the person of another (PC 242) 8-13

C. Assault on a Staff Member

(See A above) 10-13

D. Battery on a Staff Member

(See B above) 10-13

E. Weapon Possession or Providing a Weapon The unauthorized possession of any instrument (or look alike) designed for or capable of producing death or great bodily harm (PC 12020) 9-13

F. Assault with Deadly Weapon

Every person who commits an assault upon the person of another with a deadly weapon or instrument or by any means of force likely to produce great bodily injury is punishable by law (PC 245) 9-13

G. Fighting

Mutual combat in which both parties have contributed to the situation by verbal and/or physical action 6-13

H. Hazing/Hate Crimes (EC 48900.3)

Participating in, or conspiring to engage in, or conspiring for others to engage in harassing acts that injure, degrade or disgrace other individuals 3-13

I. Interference/Obstruction

Any action taken to attempt to prevent a staff member from lawful assigned duties 8-13

J. Verbal Abuse

Threatening language to a staff member 8-13

K. Sexual Harassment (EC 48900.2)

Any unwelcome sexual advance, request for sexual favor, or any other verbal, non-verbal, physical, or visual conduct of a sexual nature 2-13

L. Harassment (EC 48900.4)

Engaging in harassment, threats, or intimidation 8-13

M. Terrorism (EC 48900.7)

Engaging in terrorist threats against school officials, property, or both 8-13

III. Violations Against Property

A. Extortion or Robbery

The obtaining of property from another with consent, induced by a wrongful use of force or fear, or under the guise of official right (This includes asking others for money) (PC518) 8-13

B. Theft

An unlawful taking of property (PC 518) 8-13

C. Unauthorized Use of School Property

The unauthorized/illegal use of school property 8-13

D. Willful Damage of School Property

Any student who willfully cuts, defaces, or otherwise injures in any way property, real or personal, belonging to the school district is liable 7-13

E. Damage to Personal Property

(See D above) 7-13

IV. Violations Against Public Decency and Good Morals

A. Gambling

The playing of a game of chance for stakes (PC 330) 7-13

B. Vulgarity/Profanity and Habitual Thereof

Language that is disgusting to the senses; repulsive 8-10

C. Offensive Social Behavior

Activities that are an infraction of acceptable social actions 1-10

V. Violations Against Public Health and Safety

A. Possession or use of any of the following:

Dangerous drugs, drug paraphernalia, unauthorized controlled substances, alcohol, tobacco, inhalants (substances containing toluene), or look-a-likes of any of the listed items. 9-13

For purposes of this section, "products containing tobacco or nicotine products" means a product or device as defined in subdivision (d) of Section 22950.5 of the Business and Professions Code and include electronic cigarettes that can deliver nicotine and non-nicotine vaporized solutions. Possessed or used" means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

B. Selling any of the following:

Dangerous drugs, drug paraphernalia, unauthorized controlled substances, alcohol, tobacco, inhalants, or look a-likes of any of the listed items 11-13

Trading cards, food, or other items without permission. 1-12

Campus Conduct: Grounds for Suspension and Expulsion (E.C 48900)

A pupil can be suspended from school or recommended for expulsion by the Superintendent or the Principal of the school in which the pupil is enrolled if it is determined that one or more of the enumerated acts below have been violated while:

- On any school grounds within the District
- Going to or coming from school
- During the lunch period, whether on or off campus
- During, or while coming or going from, a school sponsored activity

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows and in the sections "Additional Grounds for Suspension and Expulsion: Grades 4-12" and "Additional Grounds for Suspension and Expulsion: Grades 9-12" below:

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b))
3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11059, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11059, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the same as a controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))
7. Stole or attempted to steal school property or private property (Education Code 48900(g))
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing prescription products (Education Code 48900(h))

For purposes of this section, “*products containing tobacco or nicotine products*” means a product or device as defined in subdivision (d) of Section 22950.5 of the Business and Professions Code and include electronic cigarettes that can deliver nicotine and non-nicotine vaporized solutions.

“*Possessed or used*” means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
11. Knowingly received stolen school property or private property (Education Code 48900(l))
12. Possessed an imitation firearm (Education Code 48900(m))

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 287, 288, 289, or former 288a, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))
14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))
16. Engaged in, or attempted to engage in, hazing. (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational

institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))

17. Engaged in an act of bullying. (Education Code 48900(r)) *Bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student(s) in fear of harm to self or property; cause the student to experience a substantially detrimental effect on physical or mental health; or cause the student to experience substantial interferences with academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in the section “Additional Grounds for Suspension and Expulsion: Grades 4-12” that has any of the effects described above on a reasonable student. Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils that have or can be reasonably predicted to have the effect of causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health, academic performance, or ability to participate in school activities.

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

Electronic act means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication including, but not limited to: (Education Code 48900(r))

- a. A message, text, sound, video, or image
- b. A post on a social network Internet web site, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of the student's age, or for a person of the student's age and disability. (Education Code 48900(r))

Burn page means an internet web site created for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code 48900(r))

Credible impersonation means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that the student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated. (Education Code 48900(r))

False profile means a profile of a fictitious student or profile using the likeness or attributes of an actual student other than the student who created the false profile. (Education Code 48900(r))

An electronic act is not considered pervasive conduct solely on the basis that it has been transmitted to the internet or is currently posted on the internet. (Education Code 48900(r))

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))
19. Made terrorist threats against school officials and/or school property (Education Code 48900.7) *A terrorist threat* includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying out the crime. (Education Code

48900.7)

Additional Grounds for Suspension and Expulsion: Grades 4-12

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that the student:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (Education Code 48900.4)

DRESS CODE

Medea Creek Students Dress for Success! The manner of student dress is a matter to be determined primarily by the students' parents. The District expects students will attend school wearing clothing which is both neat and clean and which is appropriate to the weather and to the activities being conducted in school. MCMS believes that dress and grooming influence the way that we behave.

Under no circumstance shall the dress or appearance of a student be such that it endangers the health and safety of the student or others or such that it has a disruptive effect upon the orderly operation of the school.

Medea Creek Dress Code:

1. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (i.e. dresses, leggings, or shorts) and shoes, (for example, sneakers, or closed-toe sandals with a backstrap)
2. Clothing must cover the chest, back, buttocks, and torso (e.g., private parts.) Tops must have two straps.
3. Clothing must opaquely cover private parts and any undergarments at all times (see-through clothing, mesh, or transparent materials do not meet this requirement).
4. Clothing may not depict, advertise or advocate the use of firearms, alcohol, tobacco, marijuana, or other controlled substances.
5. Clothing may not use or depict hate speech targeting groups based on, including but not limited to, disability, race, gender, ethnicity, nationality, immigration status, religion, sexual orientation, household income, gender identity, gender expression, or cultural observance.
6. Students may not wear clothing or accessories that feature offensive images or language including profanity, hate speech, pornography, vulgarities, or defamatory language as determined by the school principal or their administrative designee.
7. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop classes, field trips and other activities where unique hazards or specialized attire or safety gear is required.
8. Hats and other headwear must allow the face to be visible to staff. Masks are not allowed with the exception of those required for health and safety reasons.
9. Students must wear shoes with backs, including sandals. All shoes must be hard-soled. **No slippers or flip-flops.**
10. Attire or grooming depicting or advocating violence, criminal activity, gang-related activity including attire, logos, or colors identified by VCSD, LASD, or LAPD as gang-affiliated are prohibited.
11. The principal and staff of the school may establish reasonable additional regulations regarding student appearance and attire to be required of students who voluntarily engage in extracurricular or other special activities, including school dances and curricular trips, as examples.

DRUGS/MEDICATION

A. Prescription and Non-Prescription Medication, Vitamins and Supplements:

All prescription or "over-the-counter" medicine, including cough drops and inhalers, must be stored in the Health Office. It is a violation of law for students to carry any medicine on campus. If the student needs to take medication during the school day, parents should return a completed Medicine Release form allowing the school to administer the medication. Please get forms from the Office or the District website (under departments, health services, forms). Students needing to use inhalers will inform their teacher and be released to the Office. According to the law, the school may not dispense nonprescription medicine unless parent permission, doctor's authorization, and the medicines are provided

appropriately to the School Office. All medication forms must be renewed annually.

B. Drugs, Tobacco, and Alcohol:

Drug, tobacco, or alcohol (or any "look-alikes" of these three items) products are **not to be brought** on to the campus at any time **by any person** except under prior special arrangement, with written permission of the school. **Any student** under the influence of or in possession of these items is in violation of the law and school rules. The consequences are severe for every type of violation and will be discussed with students at the beginning of each school year. There are no "harmless or minor offenses." The discipline section of this handbook specifies the range of school consequences, including suspension and recommendations for expulsion, that will be used for every violation involving these items. Law enforcement authorities will be called to investigate the violation of law; notification of parents may only occur after an arrest has been made as the school cooperates in every way with the proper authorities.

C. Canine Safety Searches:

In our continuous effort to foster a safe learning environment, MCMS randomly and periodically hosts canine safety checks and searches of material property only on campus.

DON'T DO DRUGS! *Did you know that inhaling any material containing toluene can cause a condition of intoxication? Many common school/household supplies such as glue, cement, white out, and permanent markers contain toluene. Any person under the influence of toluene is guilty of a misdemeanor. Check the labels on your school supplies and do not bring items containing toluene to school.*

FIELD TRIPS

Student participation in field trips sponsored by MCMS is voluntary. Students will be provided with instruction at school if they do not attend. Fees are permissible for field trips and excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of a lack of sufficient funds. (Education Code § 35330(b)). Parent volunteers are expected to give their full attention to students they supervise; siblings are not allowed to attend. Students must travel to and from events in school-approved vehicles. Parent drivers must be district approved.

Students must have all work due to class upon the return to class, and must be prepared to either make-up missed assessments or take tests/quizzes on the day of return, unless other prior arrangements have been made by the teacher.

Any medications that parents request to be brought on the trip must be accompanied by a completed school form, signed by the child's doctor. Contact the Health Tech, for information.

FOOD & FOOD SERVICE (CAFETERIA)

1. In School Year 2025–26, California will continue the Universal Meals Program. As such, our cafeteria will be offering one breakfast and one lunch per student per school day completely free of charge. Breakfast will be provided during morning recess and lunch at lunch recess.

We will be collecting Free & Reduced-Price Meal Applications this school year. Please see the Nutrition & Wellness webpage for links to the form. This information is used to provide benefits to eligible families and resources to our schools.

2. OPUSD recycles. This includes the composting of food waste in the kitchens; students put unwanted food such as unopened, pre-packaged items or uneaten whole fruit in designated bins.

3. Students are expected to be courteous to both adult and student workers.

4. Cutting in line, pushing, or general horseplay will result in disciplinary action.

5. Students are to stay in the designated areas at lunch and nutrition. These areas are clearly marked with painted lines.

6. Students may eat in the pavilion area, amphitheater area and adjacent areas with lunch benches.

7. Students should not ask others for their ID card or give their ID card to someone else to buy their food.

8. Throwing food or drinks will result in disciplinary action.

9. Students leaving trash will be placed on trash pick-up.

10. All students are expected to place trash in the appropriate recycle bin.

* Parents may drop off a forgotten lunch and leave it on the Student Table in the Office, but OPUSD prohibits parents from delivering fast food to students. Additionally, we do not allow these items to be provided to other students.

FORGOTTEN ITEMS

This includes books, homework, lunches, P.E. clothes,, etc. Forgotten items that are brought in by parents will be kept in the office for the student to pick up. Students who forget something should check the student desk in the office. *We will not be able to deliver these items to the classrooms or call for individual students.*

NON DISCRIMINATION/HARASSMENT

Per Education Code section 221.5(f), pupils shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions,

and use facilities consistent with their gender identity, irrespective of the gender listed on the pupil's records.

Oak Park Unified School District's Administrative Regulation AR 5145.3(g)(4) states: A student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips.

We respect a student's right to be identified by their preferred name and gender as required under California Education Code 49070 and OPUSD Administrative Regulation 5145.3. Requests to change name and gender designations and records may be made by the student and/or parent to either the student's principal or counselor. Gender identity support plans are available upon request to school staff.

HOMEWORK GUIDELINES

No homework, which includes, but is not limited to, assignments, projects, reports, research, and reading, will be assigned over the Winter Break for any student at any school in grades K-12. Tests may not be scheduled within two school days of the return from Winter Break, which would require students to prepare for them over the break. Additionally, no homework, which includes, but is not limited to, assignments, projects, reports, research and reading, shall be assigned to students in grades K-8 for the following breaks: Thanksgiving Week, Winter Break, and Spring Break. Tests may not be scheduled within two school days of the return from any of these breaks, which would require students to prepare for them over the breaks.

Bd Policy 6154 Homework/Makeup Work

In accordance with Board Policy 6154, Medea Creek Middle School provides homework guidelines to promote consistency in assignments among courses and grade levels. MCMS believes homework is an opportunity to support and enhance learning beyond, or in preparation for, the school day. Homework introduces, reinforces, or extends knowledge and skills learned within the classroom. It is reasonable to expect an increased level of homework through each grade level, 6th through 8th. In general, students may expect on average a total of about an hour to an hour and a half each evening. However, there are many factors that may impact this amount (see Specific Homework Factors below). Homework, like other aspects of school, is not "one size fits all"; it is recognized that while the guidelines are suggested, each individual student may have differing needs, abilities or interests which can impact the time on task for homework.

What is Homework? Homework is study outside the classroom that engages students in valuable activities, either independently or collaboratively for group assignments, to prepare, practice, extend or apply knowledge and skills identified as the standards of a course.

Types of Homework: The Acronym PREP identifies the four types of homework: Preparatory, Reinforcement, Extension, Practice. **Preparation:** Assignments provide opportunities for students to gain background information so that they are better prepared for future lessons. Examples include background reading (like a chapter that will be discussed in class the next day), collecting data (research), or watching a video prior to the next day's lesson. These assignments are short term.

Reinforcement: Assignments provide students with the opportunity to revisit challenging material and gain further understanding of concepts and skills. Examples are studying for a cumulative test or writing a reflective response to a class discussion.

Extension: Assignments encourage application of newly acquired skills or concepts. Examples include book reports, research papers, presentations and class projects. These assignments are often long term, with teacher guidance and check-in points prior to the assignment due date. **Practice:** Assignments provide opportunities to review and rehearse recently learned skills. Examples include math problems, vocabulary words, or practicing a musical instrument. These assignments are usually short-term, in limited amounts, and should not include new concepts. Practice may also be reviewing and studying for exams or quizzes. *Please see the MCMS website for teacher, parent, student responsibilities RE: homework.*

LIBRARY/MEDIA CENTER RULES BOOKS/TEXTBOOKS

1. No food or drink (other than water in a closed container) is allowed in the Library.
2. Help keep the library a quiet place by talking softly.
3. Remain seated while working.
4. When all the chairs are taken, the library is full. Students needing to study will do so at the outside tables.
5. Students who volunteer to help in the library can earn community service credit for their hours.
6. Students who do not follow these guidelines will be asked to leave. If an individual is asked to leave two times in a quarter, (s)he will lose his/her library privileges for two weeks. If there is a third incident in a quarter, a discipline referral will be written and given to the Dean.
7. Lost and damaged books: The MCMS library does not charge late fines for overdue books. However, if an overdue book is not returned within 30 days of its due date (either the original due date or the updated due date if a book has been renewed), it will automatically be marked LOST, and the student will be billed for the book's replacement cost (plus a \$5.00 processing fee). Students will be held responsible for paying for lost and/or damaged books and all fines.
8. Study Hall is held in the Library Monday-Friday from 7:30 -8:15 a.m.
9. Students should be in the Library area only when

there is an adult present.

10. The library is designated as a quiet, working environment. It is not a place for loud socializing, video games, etc.

11. Please enter and exit from the main entrance and adhere/obey all signage.

LOCKERS (C-BUILDING)

We are fortunate to have lockers at MCMS. Please make full use of them, storing books and supplies in them whenever possible. **DO NOT GIVE OUT COMBINATIONS TO ANYONE!** Leave valuables at home and do not leave belongings unattended. If you forget your combination, go to the student window.

LOST AND FOUND

Many items are lost by students and go unclaimed each year. Please check both P.E. and Office Lost and Found boxes on a regular basis. Each quarter the unclaimed lost and found items are donated to charity.

MEDEA REPORT IT (MRI)

MRI is an anonymous way for students and parents to let school officials know about important student safety concerns, including: violence, bullying of all kinds, threats, vandalism, weapons or drugs. It can be accessed from the counseling section of the MCMS website. Serious, life-threatening situations (suicide threats, etc.) should be reported to Ventura County Crisis Team (805) 371-8375 or, for other EMERGENCIES, CALL 911.

PHYSICAL EDUCATION (P.E.)

Uniforms: Students are required to wear P.E. clothes consisting of navy blue shirt, black shorts, socks, and tied athletic shoes. Students may also wear supplemental sweat pants over their P.E. shorts during cold weather. P.E. shirts must always be worn regardless of the sweatshirt. Student's first initial and last name must be visible on the front of the shirt in letters measuring no less than 2" high. Spirit wear may not be worn in place of a PE uniform

Medical, Parent Note, or Modified P.E. Plan:

Students who are not allowed to participate in Physical Education class due to a medical or parent note are not permitted to participate in any school intramurals or extracurricular sport activities. In addition, he/she is not permitted on the courts or field at lunch or before school. This is for the safety of the student, to alleviate parent concerns, and to relieve MCMS teachers and administrators of liability related to the illness or injury.

Hot Weather: When excessive heat occurs, the following precautions are to be taken for all outdoor physical activity, including but not limited to, recess, physical education classes, field trips and athletic practices and games. Students should be hydrated before going outside and have access to drinking water while outside. In activities lasting longer than 30 minutes, periodic water breaks should be incorporated. The Heat Index is the "feels like" or effective temperature ***Bd Policy 5141.25 Sun Safety;***

6142.7 Physical Education and Activity

Heat Index Category Activity Limitations:

- ≤ 80: No limitations
- 80 to 89: Caution 75% vigorous activity/ 25% light activity or rest. Encourage hydration.
- 90 to 104: Extreme Caution: 50% vigorous activity/50% light activity or rest. Enforce hydration. Sunstroke, heat cramps and heat exhaustion possible.
- 105 to 129: Danger 25% vigorous activity/75% light activity or rest. Enforce hydration. Sunstroke, heat cramps and heat exhaustion likely. Heat strong possible.
- 130+: Extreme Danger All nonessential outdoor activities will be canceled. **Bd Policy 5141.25 Sun Safety; 6142.7 Physical Education and Activity**

“Q”

“Q” is OPUSD's student information system, which provides web based access to an individual student's directory information, schedule, transcript and GPA and progress reports and final grades. Students access “Q” from the MCMS website and use the student's ID number and password. Parents access “Q” through *Parent Connect*, also with their log-in and password.

Additionally, on “Q” many teachers (*but not all*) post their assignments/grade book information. **PLEASE NOTE: it may take up to two weeks before grades from an assignment or test are posted.** Please be patient.

RECYCLING

The MCMS community works hard to keep the campus clean and ‘green’ and as close to NO WASTE as possible. OPUSD is a U.S. Department of Education Green Ribbons Schools Award recipient. This award recognizes the District’s exemplary efforts to reduce environmental impact and utility costs, promote better health, and ensure effective environmental education.

Reusable water bottles and lunch bags are encouraged. Hydration Stations (cold, flowing water to fill reusable bottles) are in several areas around campus. Paper is separated in classrooms and offices to be recycled. Empty water bottles and cans are placed in separate receptacles for recycling.

Please use waste and recycling containers responsibly and help Medea be ‘clean and green.’

RELIGIOUS OBSERVANCES

Please inform your principal or teacher if your student requires or would benefit from accommodation in relation to cultural events, religious celebrations, or other situations which could be impacted by or may impact the school day.

SAFETY

Safety is our priority. We regularly practice various emergency procedures and communicate with students the importance of following them. Knowing how to respond to emergencies— natural or manmade disasters---is important.

Gates on campus are locked from the exterior and can be pushed open, if necessary, from the inside.

MCMS regularly has fire, lock-down, shelter in place and earthquake/emergency preparedness drills. *More information about these can be found on the MCMS website.*

A. Emergency Procedures - An Emergency Plan, including evacuation routes, is posted in each classroom. Your teachers will review the emergency material with you. Familiarize yourself with this plan: know what to do in an emergency. Protecting yourself in emergencies is essential so that you are kept safe and do not endanger others through reckless actions. You are expected to practice every drill as though it were a real emergency. It is your responsibility to know where to go and what to do in an emergency. MCMS adults have many responsibilities during emergencies, so you need to do your part, too: listen and follow instructions as practiced!

Note: Penal Code 626.9 PC is what's known as California's Gun-Free School Zone Act. The California firearms law prohibits any person from possessing or discharging a firearm in a school zone. An area is a "school zone" if it is within 1,000 feet of ours or any school district.

General guidelines in the event of an emergency:

- **While in class:** proceed with teacher up to marked room area on upper field.
 - **Directly before school:** immediately report to upper field; assemble at the marked room number for period
 - **During passing period, nutrition, lunch, or directly after school:** immediately report to the upper field; find the room number of the last class you were in.
- PLEASE REMEMBER IN AN EMERGENCY** that impacts our community—whether manmade or natural:
- Oak Park roads will be clogged with traffic, assuming roads are even usable.
 - Adults should walk to school to pick up their student (leave the car at home.) For families living outside Oak Park, leave the car at a parking lot away from school sites. The time it takes to walk will be nothing compared to navigating traffic and congestion, which impedes emergency vehicles.

Request (A-G; H-O R-Z) Reunion Gates (A-L; M-Z): located along the MCMS driveway, are used in the event of release upon evacuation (see MCMS Website).

B. Traffic Management Plan - MCMS has a one-way driveway. Students are to walk at all times on sidewalks (along Doubletree and Hollytree), not in parking lots, and to cross streets legally. Bikes, skateboards and scooters are to be walked (students must wear helmets) on campus

sidewalks, not ridden in the parking lot. **Parents should carefully review the traffic management section of the Parent Handbook to avoid putting their child or other children at risk with unsafe drop off and pickup points.** We encourage law enforcement officers to enforce the laws regarding red-zone violations, speeding, jaywalking, unsafe "U-turns," illegal turns in or out of the parking lot, and double-parking during drop off or pickup. The MCMS school community is expected to respect the crossing guard, campus supervisor, and other MCMS staff members by using appropriate language and following his/her lead. **Numbered parking spaces are reserved for staff ONLY. There are no visitor parking spaces. Visitors may park on the curb near the gym or on the street. Adults participating in field trips need to park their cars on the street.**

SALES ON CAMPUS

No Sales by Students During School Hours

We want to make it clear: students are not allowed to sell any items, including food, beverages, clothes, or other personal items, to other students for money during the school day on campus. Our school handbook guidelines, state laws, and federal regulations outline this to ensure a healthy, safe, and focused learning environment.

- If a student gives money, a coupon, or a voucher and gets food, drink, clothes, or other items in return while at school during school hours, that's considered a sale

School Handbook Guidelines

As stated in the school handbook:

- **Prohibited Sales:** Students are not permitted to sell dangerous drugs, drug paraphernalia, unauthorized controlled substances, alcohol, tobacco, inhalants, or look-a-likes of any of these items.
- **Trading Cards, Food, or Other Items:** The sale or trading of cards, food, or other items without permission is also not allowed on campus.

In addition, the California Department of Education's definition of "sold" for competitive food and beverages and OPUSD Wellness Policy and Regulation 5030 mandate that food and drinks sold during school hours adhere to specific health and safety standards. Only the school's Food Services and the Associated Student Body ("ASB") are authorized to conduct these

SPRAYS/ PERFUMES/AEROSOLS

To ensure a safe and healthy environment for all students and staff, the use of perfumes, body sprays, and aerosol products is not permitted in classrooms, restrooms, locker rooms or other inside areas. **SUGGESTIONS FOR**

SUCCESS

A. Studying: *Every student can have passing grades by practicing good study habits and developing self-discipline. We want to support your efforts and will be happy to meet with you if you would like to.*

1. **Take this assignment notebook with you to every class.** Be sure that you fill it in every day for every class and check off finished work in the column provided. If you have difficulty writing down assignments and tests, ask your teacher to initial your book daily. It is your responsibility to give it to the teacher for initialing.

2. **Set up "office hours". This is a specific time that you will spend studying.** Find a quiet, comfortable place to work. Make a commitment to this time daily.

3. **Think about how you study for tests.** Review class notes, study guides; prepare flashcards for vocabulary or concepts; re-read chapters; review homework and quizzes; check your teachers' Websites for class information.

4. **Get organized!** A three-ring binder with sections for each class is helpful. All work should be kept in the binder (not the bottom of backpacks!). Check your binder on a regular basis. Work returned by teachers should also be neatly put away. Ask your teachers how long you should keep your work.

5. **Be aware that Progress Reports are posted on "Q" every five weeks to students who are receiving "U's" (unsatisfactory) and/or D's and/or Fails** in one or more classes. Progress Report dates appear on the school calendar. You should mark them in your assignment notebook immediately.

6. **Go to Homework Club!** It meets from 2:45-3:45 p.m. on scheduled days. Homework club is open to all students who need a quiet place to study or who would like to receive help with their assignments. Students and their families complete a contract to join homework club and are expected to sign in when they arrive. Students should speak with their counselor if they would like to join homework club. Space may be limited.

7. **Ask your teachers for help.** Teachers are available to help students. Check with your teachers individually to find out when they are available. Ask about MCMS's Peer Tutoring Program.

Every student can have passing grades if they practice good study habits and develop the self-discipline. We want to support your efforts and will be happy to meet with you!

B. Formatting Assignments at MCMS: There are some standard organization tips for preparing and turning in work at MCMS. Unless otherwise stated, written work will adhere to the following standards:

- MLA Heading with first and last name, teacher, class, date in upper left corner.
- Student name on top right corner of every page (in case pages become separated)
- Stapled at the top left corner
- When using outside resources (evidence from articles or books) students must cite with parenthesis

at the end of the sentence to avoid plagiarism.

- Titles of resources will be formatted appropriately. For example, article titles and poem titles will be formatted with quotation marks and book titles will be underlined.
- Assignments should be ready for turn in when students enter the class the day the task is due (this includes heading and assembly of pages).

C. Typing Standards:

- “Times New Roman” font style
- 12 point size
- Double spaced
- Left justified
- 1 inch margins on all four sides
- Indent at the beginning of every new paragraph (Indent by using 1 tab)
- Black ink
- Do NOT skip additional lines in between paragraphs
- Title is to follow formatting rules (12 pt, Times New Roman) except it is centered

D. Keyboarding Skills:

Technology use is embedded in all MCMS classes. We use technology for many things, including to research, to produce and publish writing and to interact and collaborate with others. Keyboarding is an essential foundational skill set necessary for mastery of tasks across disciplines. Students entering middle school should possess keyboarding skills. Although keyboarding skills will continue to be honed at MCMS, additional practice time at home is beneficial. There are some outstanding resources on-line to learn basic, intermediate, and advanced keyboarding skills—as well as fun games that improve keyboarding. Speak with your Humanities teacher or the office for these suggestions.

E. Learn and Follow School and

Classroom Rules:

- o Seek assistance as needed
- o Show courtesy to others at MCMS
- o Be respectful and refrain from using put downs
- o Learn and Follow School and Classroom Rules
- o Stay in designated areas
- o Come to school prepared with a book, paper, pencil, etc.
- o Take care of school property and the property of others
- o Refrain from using profanity
- o No littering, no gum, no running
- o No climbing over fences or walls
- o Keep hands and objects to yourself
- o Always use stairs and ramps
- o Always get a pass from your teacher to leave class
- o Be in class on time.

SUPPLIES AND GUIDELINES:

School is a place of work where students use supplies daily in class and are not allowed to bring certain items that may be disruptive or illegal. If you have any

questions about what is allowed at school, please ask before you bring anything to school that might not be allowed.

** The Constitution of the State of California requires that we provide a public education to students free of charge. A student's right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether a student gets a grade for the activity or class. Subject to certain exceptions, a student's right to a free public education means that we cannot require you or your students to purchase materials, supplies, equipment, or uniforms for any school activity, nor can we require you or your student to pay security deposits for access, participation, materials, or equipment. There are some exceptions to pupil fees where we can request fees or charges for the full list visit <https://www.oakparkusd.org/Page/7289>*

Many students and parents ask us what supplies are helpful to have in school.

The following list was compiled based on the recommendations from students that the following supplies were most helpful in their school experience.

A. Suggested Supplies (on the MCMS Web site, check grade level materials). These are items generally used daily in class.

These are the supplies we recommend that students bring to every class every day:

- 3-ring notebook with dividers
- Paper, pens & #2 pencils in zipper bag; 3-hole punch
- School-issued Chromebook laptop computer
- Ruler (centimeters and inches)
- Assignment book (this one!) and free reading book.
- 1/4" graph paper, compass, protractor
- All textbooks issued by school must be covered at all times.
- Highlighter (yellow)
- Colored Pencils

B. Locks for PE and Book Lockers:

Small book lockers inside the main building and small PE Lockers in the gym are issued to students. Students must use the locker they were assigned. They may not pick their own locker. Students must have a school-issued lock* for their book locker and may borrow a school lock for their PE locker. ONLY SCHOOL ISSUED LOCKS MAY BE USED - ALL OTHERS WILL BE REMOVED. Never share your backpack, locker, or your combinations - your privacy and your belongings should be protected carefully. MCMS will not be responsible for items reported missing from lockers or backpacks. There will be a \$5 fee to replace locks.

C. Bicycles, Skates, Rollerblades, or Skateboards

Skates and Rollerblades are only brought to campus with permission of the Vice Principal. Bicycles may be ridden only to the boundaries of the campus. You are not

allowed to ride in the parking lot. Bicycles must be walked at all times on campus walkways that are beside the parking lot; only walkways are to be used for walking bikes on campus complying with the school rule that requires walking except when in a PE class activity. Ventura County requires that all bike riders wear a helmet while riding. **STUDENTS WHO DO NOT WEAR A HELMET MAY HAVE THEIR BICYCLE CONFISCATED.** Bicycles and skateboards brought on campus are to be locked to the racks and not to fences or other bikes.

D. Electronics and Cell Phone Policy:

Each MCMS student (and parent/guardian) accepts and signs an MCMS cell phone and electronic device policy, and a student Acceptable Use Agreement (AUA, see Addendum.) Electronic devices and cell phones are integral aspects of our students' lives. They are valuable learning and communication tools, yet with every new electronic innovation, new applications are available which can be misused and dangerous. While electronic devices cell phones, e-books, tablets, cameras, laptop computers, smartwatches, etc.) are allowed on campus, students and parents should be aware of the: **Responsibilities and Restrictions of Using Electronics and Cell Phones on Campus are outlined in Board Policy 5131.8 Mobile Communication Devices:**

1. Devices can only be used with the approval of the teacher or administrator for a specified purpose. At all other times, devices must be turned OFF (i.e. not on silent) and stored.
2. Once students are on campus in the morning, ALL electronics must be turned off and out of sight.
3. Students may not take pictures or video with their devices at any time while on campus or at school-related activities, unless specified and monitored by the teacher.
4. Devices, including cell phones, brought on campus may not have any inappropriate materials (i.e. music, pictures, video).
5. Devices, including cell phones*, are not to be used on campus before school, during nutrition, passing periods, at lunch, or at some after school activities (*in class use with teacher/administrator permission only).
6. Photos of people on campus may be taken ONLY with their permission!
7. Devices or cell phones used to harass/bully another student, carry inappropriate material, cheat, disrupt, or are otherwise used improperly, will be confiscated by a staff member.
8. Students who violate these rules will receive disciplinary action ranging from detention to exclusion from school activities to suspension (see "Progressive Discipline" in Handbook).
9. Devices may be kept until a conference is held between the parent and an administrator.

Furthermore: if a student is using a cell phone/smartwatch inappropriately (ANY of its functions and without permission) for any reason during school time, the following consequences will be imposed:

- **Phone/watch will be taken away from the student and secured in the Main Office.**
- **Progressive discipline will take place, phone turned into front office and checked out at end of day, detention, behavior contract, SOS, barred from activities)** depending on the incident's severity and the student's prior cell phone use.
- The cell phone will be stored in a safe manner until an appropriate time [OPUSD Board Policy 5131(c)]. It will be returned to the parent/guardian of the student **Students who have violated cell phone policy and/or have had their phone held in the office more than two times will be placed on a behavior contract and may be suspended from school for one day for continued defiance. These students may also be prohibited from possessing cell phones at school or school-related events.**

Please note: Medea Creek Middle School and the Oak Park Unified School District are not responsible for any loss, theft or damage to a student's personal electronic device brought to campus. It is suggested that students have their identification on any device.

E. Cell Phone Etiquette:

Directly after school, please use cell phones outside of school buildings.

F. Restricted Items:

In addition to the other restricted items mentioned above, e.g., weapons, drugs, tobacco, vaping instruments, alcohol, do not bring to school or have in your possession or in your locker any of the items listed below:

- Skates
- Guns, knives or look-a-likes
- Firecrackers, fireworks, stink bombs
- Explosive devices
- Any items containing toluene
- Chains (including those for wallets)
- Laser pens/lights
- Permanent markers

Please note: All sports equipment used on campus must be MCMS issued; equipment is checked out by MCMS staff or student use and must be utilized in specified areas of the campus. Any other sports equipment brought to school will be confiscated.

WEB (WHERE EVERYONE BELONGS)

WEB, which stands for "Where Everybody Belongs" is a middle school orientation and transition program that welcomes 6th graders and makes them feel comfortable throughout the first year of their middle school experience. Built on the belief that students can help students succeed, the program trains mentors from the 8th grade class to be WEB Leaders. As positive role models, WEB Leaders are mentors and student leaders who guide the 6th graders to discover what it takes to be successful during the transition to middle school and help facilitate 6th grade success starting with *Camp Medea* as well as yearlong academic, social and WEB Leader initiated follow ups with the incoming 6th graders. **WEB is a yearlong**

transition program with four components that contribute to its success:

1. **Camp Medea** is an *end-of-summer-get-ready for-a-great-school-year* event that pairs new students to MCMS with 8th grade WEB Leaders for activities and team building designed to help new students transition to middle school. Students get to know the campus, each other, and themselves as they work together to build positive campus culture.
2. **Academic Follow Ups** - WEB Leaders support 6th grade academic success and character development through classroom visits
3. **Social Follow Ups** - WEB Leaders and 6th/7th graders connect outside the classroom at social events to increase student engagement and promote positive school climate
4. **Leader Initiated Contacts** - WEB Leaders connect with their 6th graders on a more individual basis.

WELLNESS POLICY

OPUSD aims to teach, encourage and support health-promoting behaviors in students and staff. Accordingly, we support a healthy diet and daily physical exercise, with an emphasis on health and fitness for life. Nutrition standards (no added preservatives, fat, and sugar content) adopted by the District apply to food sold and offered to students during school and at after school meetings. See OPUSD website under Wellness Policy.

The Wellness Program is designed to integrate disparate services from a variety of funding sources and organizations to unify care coordination and service provision through one centralized program and location. Through both on-campus programming and community-based partnerships, students will receive coordinated health/mental health and other support services to maximize student engagement and success.

The Wellness Program offer students access to:

- Drop-in support
- Crisis support
- Reliable prevention and self-help resources
- Self-care break area
- Individual and group counseling by referral
- Student lunchtime and schoolwide activities based on monthly wellness themes

The Wellness Center provides staff and families access to:

- Consultation and resources related to mental health and wellness
- Coordination and community setting for a variety of professional development and parent education opportunities