

Monte Vista Christian Middle School Parent/ Student Expectations 2016-2017

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The Middle School Parent Expectations are an addendum to the Monte Vista Christian School Parent/Student Handbook and addresses policies and procedures that relate specifically to the Middle School and its operation. All other information related to the Monte Vista Christian Community (i.e., philosophy, mission statement, vision, values, statement of faith, goals, admission policy, high school expectations, withdrawal policy) can be found in the general Monte Vista Christian School Parent/Student Handbook.

Closed Campus Policy

Monte Vista Christian School is a Closed Campus. All pedestrian entry gates to the campus are closed during school hours and students may not leave campus during the day unless 1) a parent signs them out in the Middle School office, or 2) parents provide a written note (no e-mails or phone calls) and the student signs out in the Middle School office.

Visitors

All visitors to the campus must check in at the main administration office front desk located in the A Building. Adult guests must sign in and must wear a guest pass while on campus. Students are not allowed to bring visitors to school to spend the day. Friends of students and/or non-MVC students dropping in during school hours without prior administrative approval will be asked to leave.

Off Limits Areas

Students are not allowed to loiter in unsupervised areas. Areas off limits to students during break and lunch include all parking lots, areas beyond the business office, the middle school gym and tennis courts, horse stables, behind the café, , and boy’s and girl’s dormitory surrounding areas. After-school off limits areas include unsupervised areas, facility maintenance areas, trails, fields, and forested acreage.

Before and After School Supervision

MVCS students participate in a variety of school-sponsored activities before and after-school hours. Students may arrive on campus and stay afterwards while participating in supervised activities such as athletics, performing arts, tutoring, ASB, meeting with faculty, visiting dormitories, or studying in the Academic Research Center (ARC). Campus safety and security are our top priority; therefore unless involved in a supervised activity, students are not to be dropped off or left on campus unsupervised. Students who are waiting for a ride home are to remain at the tables in front of the cafeteria or in the ARC. The ARC is open from 7:45 am to 5:30 pm for studying and research.

Lost and Found

Students are responsible for their personal property and all school property issued to them for their use. Please do not leave books, purses, backpacks and other valuables unattended. Do not carry large sums of money to school. Should you find a private or school property item, take it to the middle school office. Each student may request a locker for purposes of security. ***Students are responsible for the safety and security of all items brought to school. The school assumes no responsibility for personal property brought to school.***

Campus Cell Phones and Electronic Device Use

Use of communication devices are permitted on campus during class time and school sponsored activities under restricted conditions. Rules guiding cell phone and electronic device use on campus are to enable appropriate use within the school context while promoting a positive learning environment.

The use of cell phones, iPods, and other communication devices (except iPads) on campus is permitted *only* during the following:

- Before the first morning bell and after the final bell of the day
- Personal laptop computers used in the ARC or in the classroom are at the teacher's discretion. School personnel may require the student to put the laptop away if it is used for purposes other than approved class work.
- In the classroom, a teacher may invite students to use cell phones in a directed and appropriate manner while working on a specific lesson or project. Once the project is completed, cell phones are again to be powered off.

Cell phones or electronic devices (except iPads) are to be turned off and are not permitted to be used on campus:

- During class or instructional period, chapel, advisory period and in the ARC
- During passing periods and breaks
- **All cell phones are to be placed in the student's backpack and is not to be carried on their person during the school day.**
- **In cases of emergency or a student needs to call home they may come to the office to use their cell phone.**
- To photograph, videotape, or record students at school or school activities without prior consent of parents/guardians and approval of school staff, unless sanctioned by the Dean of Students for particular school events such as parades, awards, assemblies, sporting events, or other performances
- To threaten, harass, ridicule, cyber-bully, and/or sexting. This may result in suspension or expulsion. (See Code of Conduct, page 35 of Parent/Student Handbook)

Electronic offenses are cumulative:

- First Offense- Referral, reminder regarding permitted use and may be confiscated for the remainder of the day (except iPads).
- Second Offense- Referral, parent contact, and device confiscated for the day (except iPads).
- Third Offense- Referral, parent contact, after-school detention assigned, device confiscated for the day (except iPads).

- Fourth Offense- Referral, parent contact, Friday Detention assigned, student not permitted to bring device on campus for the next 30 days (except iPads).
- Any and all further offenses will require an Administrative conference, suspension, and the student placed on a disciplinary contract.

The school is not responsible for the damage or loss of electronic communication devices brought on campus or to school sponsored activities, regardless of whether the device is in the possession of a student or school official upon confiscation. ***Students are responsible for the safety and security of all items brought to school.***

iPAD ACCEPTABLE USE POLICY (AUP)

iPads are intended for use at school each day. In addition to teacher expectations for iPad use in the classroom, students may access school messages, announcements, Student Services notifications, calendars, emails, and schedules using the iPad computer. Students are responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

Monte Vista Christian School will provide internet and email access to our students, provide internet blocking of inappropriate materials as able, provide staff guidance to aid students in doing research, and also help assure student compliance of the iPad Acceptable Use Policy ([iPad AUP](#)). The school reserves the right to review, monitor, and restrict information stored on or transmitted to the iPad, and to investigate inappropriate use of resources including student owned devices.

Please refer to the school website iPad Resources link at mvcs.org for all iPad information including contracts, forms, tutorials, on-line courses, and the high school and middle school iPad AUP.

Lockers

Students may request a locker by coming to the middle school office and filling out a formal request with Mrs. Hamilton our Administrative Assistant. Lockers (interior and exterior) must be kept in a clean and graffiti-free state. Students may not write on their lockers. Students are to use only the locker assigned and not to be traded. At the end of the year, the student is financially responsible for the condition of his/her locker. The lockers are school property and to ensure a safe school environment, the administration reserves the right to inspect lockers and their contents.

P.E. Lockers are made available in the locker rooms to P.E. students for storage of their P.E. uniform and street clothes during class. Students are reminded annually and repeatedly that the locker rooms are not secure, and that valuables must be kept in LOCKED lockers. PE lockers are also subject to inspection. ***Students are responsible for the safety and security of all items brought to school, and kept inside or outside their lockers.***

Eating

Eating is prohibited in the classroom building unless it is done with an Administrator's approval. Students may have water in the classroom building and in the gym. Students are expected to pick up after themselves and others.

Gum

Gum is NO longer allowed on the MVC campus. Referrals and consequences will be assigned if students are found chewing gum on campus. Such consequences may include a warning, clean-up duty, detention, and/or Friday detention from 2pm to 5pm in the ARC.

Litter and Trash

Our support staff and grounds departments work diligently to provide a safe and beautiful campus for all. MVC takes pride in the enjoyable country atmosphere and our students are to respect the campus by picking up after themselves and encourage their peers to do the same. All trash and recyclables should be placed in the receptacles located throughout campus. Students found to habitually litter will be assigned consequences such as lunch clean-up, detention, and/or Friday detention from 2pm to 5pm in the ARC

Vandalism and Graffiti

Damaging or defacing school property is a serious breach of the student code of conduct and may **result in dismissal from school (EC 48903, see page 36 of Parent/Student Handbook).**

Skateboards

Skateboards are prohibited on school property. Only resident students may skateboard on weekends only on campus roads, but not in areas of foot traffic. Only resident student may skateboard on campus during the weekend on the roads never where there is foot traffic.

Bus Transportation and Bus Conduct/Discipline

Bus transportation is available for a fee to all day students who reside in a service area of our school buses. Appropriate conduct is required for each rider. Those who do not comply with [bus regulations](#) will be denied the privilege of riding for a period of time determined by the Administration. The bus driver has responsibility and authority to control student conduct on his/her bus. Regulations established by the California Highway Patrol and Motor Vehicle Department must be enforced. Teams or classes that are transported by a school bus are under the direct supervision of the coach or teacher.

Academic Research Center (ARC)

The ARC library-media center is used as a research base for academic and elective classes. Students are to utilize this center for research, MVVA, quiet reading, and study.

The Academic Research Center promotes information literacy, supports the curriculum, and provides a setting where students can pursue their studies. Through both formal and informal instruction, students develop their skills in accessing and utilizing digital information with the aid of current technology, including subscription databases and web-based resources. The ARC meets the academic needs of a diverse student body by providing resources on a wide range of levels.

EMERGENCY DRILLS

Drills are held periodically throughout the year. Students are NEVER to remain in the room when alarms have been sounded.

- Each room will have a posted route for exit whenever the alarm sounds.

- When the alarm sounds, exit the room quickly under the supervision of a teacher and proceed quietly to the designated area.
- Remain in a group so attendance can be taken.
- Return to the classroom under the supervision of the teacher when told to do so over the outside speakers.

Earthquake Procedure

- Don't panic. As in other emergencies, it is important to remain calm.
- Don't run. If inside a building, take cover in a doorway, under a desk, or strong table. Stay away and look away from glass partitions, windows, or doors with glass panels. Ride out the tremor.
- If you are outside, stay away from utility boxes. Don't run into buildings. Stay clear of falling debris.
- When the tremor has ceased, follow classroom evacuation protocol and proceed to the designated area so attendance can be taken and further instruction received. No one is to leave campus after the tremor is over without permission and checking out with the Administration.

Campus Emergency Evacuation

Should a threat be assessed to pose a danger to the safety of students and staff, the school Administration will order an evacuation of the campus. All students, staff, and residents will participate in a Disaster Evacuation.

- The evacuation will proceed in the same manner as a fire drill. Calm and quiet are to be achieved. Teachers will instruct students to bring their belongings and evacuate the room.
- Once in the designated fire evacuation area, teachers will take roll and make sure all students are accounted for. Faculty and students will proceed to the Quad or Amphitheatre areas. Students will go to grade level consolidated areas and remain there for further instruction
- The Headmaster will initiate the MVCS Campus Emergency Evacuation Connect-Ed call system. The call system will automatically notify all parents of the emergency and identify the student dismissal procedures. The procedures may include dismissal of students who have a vehicle on campus, release of students whose parent has arrived to pick them up and/or a bus evacuation to an off-campus site. Important note: Permission for students to leave campus must have prior approval by the Administrator on duty. Students will only be released to the parent, therefore friends will not be allowed to leave with friends.

Lockdown Procedures and Response Options

Emergency responses vary and a campus lockdown may be ordered due to a number of scenarios. A lockdown may be ordered by Administration due to sudden and severe weather conditions, a hazardous release or dangerous animal outside, law enforcement notification of nearby criminal activity, or a hostile intruder. Whatever the scenario, student and staff safety is paramount and timely and effective responses are imperative.

In the case of a hostile intruder or active shooter, the following steps will be taken according to the A.L.I.C.E. program.

- **Alert:** Call 911 to alert authorities and those in harm's way of the danger at hand. It is important to be as clear and accurate with the information as possible. Identify location, type of weapon, direction of travel and a call back number.

- *Lockdown:* By locking down and barricading entry points, students and staff make themselves a difficult target and create a stronghold no one should be able to enter. Only police personnel may enter a locked down room.
- *Inform:* Give real-time updates. Video surveillance equipment, PA systems and cell phones may be utilized throughout the lockdown. Updates during a violent intruder incident allow staff and students to make sound decisions about how to react and what steps to take next.
- *Counter:* The use of counter measures is a last resort and for those close to the intruder who do not have the ability to lockdown because of the intruder's immediate proximity. Use objects to distract the intruder, spread out, turn off lights and get ready to cause confusion to make yourself a difficult target.
- *Evacuate:* The goal is to put as much time and distance as possible between staff and students, and the intruder. Rally points are further away from the danger zone than typical fire and earthquake drill locations.

STUDENT SERVICES

Parent Access to Student Information

Monte Vista Christian School provides parents access to their student's grades, attendance, calendar message center and automatic email alerts through the student management software called Focus. Focus also provides school personnel with general contact information.

To log in go to <https://focus.mvcs.org>. Or use the link at the top of the MVCS homepage. Log in to Focus with the user name and password given to you by MVCS. These are given out before school starts in an email you will receive.

It is important that if you change the password given to you, your new password should be of sufficient length and complexity to protect your student's data. Monte Vista protects your student's data with multiple safeguards. Changing your password to a "weak" password (i.e. your dog's or cat's name) is highly discouraged and can place your student's data at risk. Keep in mind that passwords are case sensitive.

If a password is forgotten, please call Student Services in the high school (831-722-8178 x122) or the Middle School office (831-722-8178 x132) to have it reset. These offices also handle all personal contact information change requests, emergency contact updates and password problems.

Medication Policies

All medications, both over-the-counter and prescription must be kept in Student Services, the infirmary, or the Middle School office and administered by the school nurse or other designated school personnel (see exception below under Self-Administered Medications). At the end of the school year, outdated and unused medications must be picked up by the parent/guardian or MVCS will dispose of medications in accordance with federal and state laws.

Non-prescription Medications

Through the student's Emergency Card on Focus, parents must give permission for MVCS staff including the school nurse and other designated school personnel to administer over-the-counter medications including Advil, allergy relief, sinus decongestant, sore throat lozenges, and Tylenol.

Other non-prescription medications can be administered by MVCS staff if they are supplied by the parent/guardian, accompanied by a written note signed by the guardian and doctor giving permission for administration by MVCS staff. The note should include the name of the medication, the dose to be administered, how often it can be given, and the symptoms for which the medication can be given. The medication must be delivered to the high school infirmary or the Middle School office by a parent/guardian in the original container.

Prescription Medications

Any student who is required to take, during the regular school day, medication prescribed for him or her by a physician, may be assisted by the school nurse or other designated school personnel only with written permission from the prescribing physician and parent/guardian. The necessary form can be picked up in Student Services or online under School/Forms and Schedules. This form must be filled out annually and signed by the parent/guardian and the student's health care provider before the student can be assisted with the administration of medication by the school nurse or other designated school personnel. The authorized health care provider must be licensed in California.

The parent/guardian must immediately notify the school in writing of any changes in the student's regimen or authorized health care provider. Medication must be in its original container and brought to school by the parent/guardian. All controlled medication will be counted and recorded on a medication log when delivered to school.

Self-Administered Medications

Students may be given permission to carry and self-administer prescription medications at school for emergency use including EpiPen for severe allergic reactions, asthma inhalers, and insulin/glucagon for diabetic emergencies. Other medications may be approved for self-administration by the school nurse, Dean of Students, or Middle School Principal on a case-by-case basis.

The necessary form can be picked up in Student Services or online at School/Forms and Schedules. The completed form, including administration instructions from the prescribing physician, must be turned in to the high school Nurse or the Middle School office before the student is allowed to carry the approved medication onto school campus.

Infirmary Policy/Illness or Accidents at School

If a student is feeling poorly or experiences an accident during the course of the school day, he or she is to check in with their teacher before reporting to the high school Nurse or the Middle School office. Illness or accidents before school, during lunch or break, or after school, should be reported to the high

school front desk or the Middle School office. These personnel will assess the situation, and if necessary, send the student to the infirmary.

In the infirmary, the student will be logged in and may be given parent-approved medication if needed. Students may be assigned to lie down (max. 45 minutes or to the end of period), and then sent back to class. If a student is “actively” sick (fever, vomiting, or at Nurse’s discretion), parents will be called for pick up.

In the event of an emergency, the nurse or first responder will attend to the student, parents will be notified, and then given a copy of the incident report.

It is important to keep up-to-date medical and emergency contact information on the Focus profile so school personnel can best serve the student in the event of illness or injury.

Academic/Behavioral Counselor

A school counselor is available on staff to help students with academic and personal concerns including academic, social, family, and emotional issues. The purpose is to help students remove the barriers that affect learning and adjustment in school.

Students may drop in or be seen by referral as needed. Should there be further concerns for the student’s well-being and regular counseling sessions are recommended, parents will be notified and given a consent form that must be signed by the parent and student in order to continue counseling services at Monte Vista. In the event that parents are separated or divorced, the counselor will communicate with both parents, unless legal documents state otherwise. Thus it is vital to provide Monte Vista with any legal documentation pertaining to their student.

Should the concern require a psychological assessment or specialized counseling, referrals will be made to outside sources. Some examples are self-harming behavior, suicide ideation, and eating disorders.

If a student is under emotional distress during the school day, they will be allowed one class period to recover with the help of a counselor and/or school nurse. If a student is not able to attend the next class period, parents will be notified and may be required to pick-up their student. In the event of an emergency requiring medical attention, parents will be contacted for immediate pick-up. When necessary, emergency medical services may also be contacted.

Dress Code

Monte Vista Christian School stresses the Biblical standard of modesty (1 Timothy 2:9, Romans 12:1), the expectation of a neat and clean appearance, and a Christ-like attitude. Student manner of dress should not detract from the school’s mission and values. Dress and appearance have a direct influence on the learning environment. Dress is often related to the attitude and demeanor of students in their campus relationships and in their communication with faculty and staff. Students must adhere to the school dress code at all times while on campus and at school functions.

Parental review before a student leaves for school is an important contribution to meeting dress code standards.

Dress Code Standards

- Clothes must not have holes (either deliberate design in the clothing or obvious tears). See-through or ripped clothing may not be worn. Covering the hole or tear with tape is not sufficient.
- Dresses, skirts, and shorts must be modest and fit properly. With arms to the side and shoulders relaxed in a natural standing position, dresses skirts or shorts should be no higher than the fingertips.
- If leggings, spandex and Yoga pants are worn, they must be covered by a dress, skirt or shorts that adhere to the rule above.
- Athletic pants/shorts (including sweatpants), board shorts, and pajamas may not be worn.
- Proper footwear is to be worn at all times for safety purposes. Some classes may have more stringent requirements than others. Slippers are not allowed.
- Athletics team jerseys and cheerleading uniforms may be worn for game days only. Dress code compliant pants and shorts (no sweats or warm-up pants) may be worn with the jersey. Approved cheer warm up pants may be worn with the cheer uniform.
- Any clothing, jewelry, backpacks, binders, book covers, etc., with logos, slogans, pictures promoting drugs, alcohol, tobacco, sexual imagery, rebellion against authority, gangs, or anything that is contrary to Christian standards may not be worn/brought to school.
- Sweatpants, work-out pants/shorts, athletics pants/shorts, board shorts, and pajamas may not be worn.
- Body piercing or tattoos (permanent or not) are not allowed. Students are to refrain from body piercing and tattooing while attending MVCS with the exception of pierced ears for girls.
- Students entering MVCS who already have body piercing(s) other than a girl's ears are required to remove them while on campus and at all school sponsored activities. Covering piercings with a patch or band-aid is not sufficient. Tattoos are to remain covered at all times.
- Hair should be neat and clean. Length (for boys) should not exceed below the bottom of the back of the collar and should be out of the eyes. Extreme styles or colors are not allowed.
- Hats and hoods are not to be worn inside classrooms and in the gym during chapel. Correction will be dealt with at the classroom level and consequences are at the discretion of the teacher.
- Sunglasses must not be worn indoors. Correction will be dealt with at the classroom level and consequences are at the discretion of the teacher.

Dress Code for Female Students

- Dresses, skirts, and shorts must be modest and fit properly. With arms to the side and shoulders relaxed in a natural standing position, dresses skirts or shorts should be no higher than the fingertips. This standard includes dresses/skirts/shorts worn with leggings.
- If leggings, spandex and Yoga pants are worn, they must be covered by a dress, skirt or shorts that adhere to the rule above.

- Shirts/ tops must be modest and fit properly, covering the back, cleavage, and midriff.
- Undergarments (including bra straps) must not be visible.

Dress Code for Male Students

- Muscle shirts, undershirts, or tank tops are not allowed to be worn as outer garments. All shirts must have sleeves. Cutoff sleeves are not allowed.
- Pants must fit properly (neither too small nor too large). Undergarments must not be visible. Pants must cover the entire behind.

If a student is out of dress code during the school day, teachers and Administration will work with them to resolve the issue as promptly as possible so they may return to class. Students will not be allowed to attend class if they are out of compliance with the MVCS dress code.

If the student needs to be sent to the office for a dress code referral that may be resolved in the next ten minutes, a tardy will be assigned and the student will return to class as soon as the violation has been corrected. If a resolution cannot be met in a timely manner, the student will be given an unexcused absence.

If a student is out of dress code more than once on a given day or becomes a habitual offender, he or she will be considered willfully disobedient and further consequences will result. Such consequences may include notifying a parent, asking a parent to bring a change of clothing, or sending the student home to change. A student may also be assigned lunch clean-up duty, detention, in-house suspension, or other appropriate consequence. Administration will enforce the aforementioned dress code standards and reserves the right to determine appropriate compliance if questions arise.

Boy and Girl Relationships

At Monte Vista Christian School we strongly desire to build upon a Biblically- based foundation for students in the area of relationships and encourage parental interest and counsel in these matters.

To encourage proper conduct, MVCS upholds these guidelines:

- Students commit to refrain from public displays of affection. This includes kissing, sitting on another student's lap, sitting closely for an extended period of time, extended embracing or holding hands at school, in the parking lots and at school related activities.
- Students commit to refrain from inappropriate "play" or physical contact which may be interpreted as sexual in nature.
- Students commit to refrain from traveling to campus areas deemed off limits and unsupervised in search of privacy.
- Students commit to refrain from practices that Scripture forbids, such as sexual relations outside of marriage and homosexual behavior.

While Monte Vista Christian School wishes to encourage the development of appropriate relationships, we also desire they be wholesome and God-glorifying. It is important that students'

companionship be broad enough to enable them to have a variety of social contacts with many members of the opposite sex. For this reason, we encourage frequent social times of fun, recreation, and fellowship. Exclusive relationships can be harmful not only to the couple involved, but also to those they may be excluding.

MVCS expects our students to adhere to scriptural standards of morality. God designed the unique relationship between man and woman; we can only expect the highest joy from His design when we abide by His guidelines.

ATTENDANCE POLICY

Attendance Policy

Consistent attendance is extremely important for learning. There is a positive correlation between regular school attendance and positive academic achievement. Classroom activities, faculty lectures, and student discussions are vital to learning. “Seat-Time” equates directly to the attainment of educational goals. Parents have a legal responsibility to make sure students attend school regularly. The following attendance guidelines should be read carefully by parents and students:

Excused Absences

Illness, death in the family, court appearances, family emergencies, and medical, dental, or orthodontic appointments are examples of excused absences. We suggest that when possible, medical, dental, or orthodontic appointments be made after school hours or staggered throughout the day in the case of multiple appointments.

Absences Due to Pre-Planned Activities

Students are responsible to complete and turn in all assigned work prior to the activity. Advance Absence forms are available in the middle school office. They must be completed and on file in the Attendance Office prior to leaving.

Illness or Accidents at School

When these occur during the school day, they must be reported to the classroom teacher. Trained school personnel will determine if the student should go to the office. Illness or accidents before school, during lunch or break, or after school, should be reported to Student Services. Trained school personnel will administer basic first aid if medical treatment/release forms have been signed.

Absence Reporting Procedure

When it is necessary for a day student to miss school, the following steps should be followed by the parent/guardian:

1. **Day of the Absence:** Call the Middle School Office at (831) 768-6132 between 7:30- 9:00 a.m. to report the absence or email: MSAttendance@mvcs.org.

2. **Day returning to school:** A written note, email, or fax from the parent/guardian should include the student’s printed full name, grade, date of absence, reason for the absence, and parent/guardian’s signature. The parent/guardian should provide proper authorization within 24 hours upon the student’s return to school to avoid an unexcused absence for the day, which will result in the student receiving zeroes on all assignments and tests.

3. **Pre-Arranged and Partial Day Absences:** When a student leaves school for any reason during the school day, he/she must provide a written note, email, phone call, or fax from a parent/guardian to the office by 8:15am and obtain a green slip. When leaving, the student must

show the green slip to the teacher and sign out in the middle school office, or administration will come to the classroom and call them.

Students may not leave campus without written permission from a parent/guardian.

4. **Illness during the school day:** A parent/guardian will be contacted if their student becomes ill while at school. Parents must sign-out their student in the middle school office.

5. **Prolonged Absences:** When a student is out of school for 5 or more consecutive days or is hospitalized for a prolonged period of time, the parent/guardian must contact the Administration to discuss the option of Independent Study until he/she is able to return to fulltime attendance. Upon return to school a doctor's note must be provided.

Tardies

Tardy refers to a student not being in the assigned seat or in the assigned class by the second bell as determined by each individual teacher. Issues with assigned tardies can only be addressed with the teacher who assigned it through email. The tardy policy is calculated per quarter.

1. Tardies will be recorded on FOCUS.
2. At THREE tardies, the student and parent/guardian will receive an automated electronic notification from the Attendance Office along with a detention warning.
3. At FOUR tardies, detention will be scheduled by the Attendance Office. Detention Reminder Slip will be issued to the student with specific instructions. Student will be assessed a \$25 fee, payable to the Business office prior to date of detention.
4. At SIX tardies, the student and parent/guardian will receive an automated electronic notification from the Attendance Office. The student will be scheduled for Friday afternoon detention (2pm to 5pm in the ARC) by the Principal.
5. At EIGHT tardies, the student and the parent/guardian will receive an automated electronic notification from the Attendance Office and will be issued a second Friday afternoon detention (2pm to 5pm in the ARC).
6. At NINE tardies, a meeting will be scheduled with the parent/guardian and the Principal. The student will serve another Friday after detention (2pm to 5pm in the ARC) and be placed on disciplinary probation.

First period tardies will only be excused by signing in at the Middle School office and providing a note, email or phone call to the middle school office at (831) 768-6132.

Overall attendance (including tardies) is tracked by the Middle School secretary. Additional disciplinary action by the Administration may be given as needed on a case by case basis. If a student is given after-school detention, every effort will be made to give the parents 24-hour automated electronic notification. Failure to serve the next scheduled detention will result in a Friday detention.

ATHLETICS

Middle School Athletics

The middle school offers competitive teams for girls and boys, including basketball, soccer, softball, volleyball, flag football, wrestling, pep squad, and track and field. Middle school sports are geared to give students the opportunity to experience the difference between recreational sports and school sports. The students learn time management, fundamental skills in each sport, teamwork, and commitment. The length of each season varies; typically they are 7-8 weeks in length. This makes

it possible for students to participate in multiple sports throughout the year. For more information, go to the school website under Athletics/Middle School.

Athletics and Extracurricular Eligibility

Students who participate in sports, cheerleading, and other extracurricular activities must maintain the following minimum average in all subjects, including PE, in order to be eligible:

1. Eligibility is determined at the completion of each official grading period, quarterly and at the semester. A GPA below 2.0 will automatically render a student ineligible from athletics and extracurricular participation until the student's GPA reflects a 2.0 or higher at the next official grading period.
2. A "F" grade at the mid-quarter or quarter will automatically render a student ineligible from athletic and extracurricular participation until the grade is brought up to a C- or better. The grade improvement may take place at any time during the quarter.
3. Students must be in attendance a minimum of 4 periods on a Regular Day schedule, and 2 periods on a Block Day schedule, to participate in practice and/or a contest that day.
4. A student may be rendered ineligible to participate in practice and/or a contest due to disciplinary action following a breach of conduct. This may include after-school detention and/or suspension.

Sports Team Fees

Students who participate in after school sports are required to pay an Athletics Department participation fee. The fee varies from sport to sport due to various demands. The fee is assessed according to sanctioning fees, facilities, equipment, uniforms, officiating and transportation requirements, and is due for payment once the student is placed on the team roster. Fees are to be paid directly to the school's Business Office. The sports team fee is non-refundable. Fees are determined by the Athletic Department and are established before the season begins.