

STUDENT HANDBOOK

ASSEMBLIES

There are many different types of assemblies at Vista Verde. Each assembly is designed to be educational and motivational. Students enter and leave each assembly under the direction of their classroom teacher. Students are to be respectful to the speakers or performers. Applause is an opportunity to show appreciation to the performers. Attendance at assemblies is a privilege. Students who do not behave appropriately will be told to leave the assembly. If a student has demonstrated poor behavior in previous situations, he/she might lose the privilege to attend future assemblies.

ATTENDANCE

Attendance will be taken and reported to the office. When a student is going to be absent, the parent or guardian should phone the Attendance Office at (949) 936-6351 by 8:30 AM each day of the absence. When calling to report an absence please give the student's full legal name, reason for absence, the caller's name and relationship to the student.

Absences are considered excused for:

- Personal illness
- Doctor or dentist appointment
- Death of immediate family member
- Religious holiday

Absences are unexcused for:

- Family business/trips
- Family illness
- Sports or Activity Camps
- Vacation or Travel

Students who have three or more unexcused absences within a school year are considered by California Education Code to be truant and may receive notification from the School Attendance Review Board.

Absent Work

Parents may request missed work and homework for students who are out ill after the second day of absence. Please contact your teacher directly to request homework and missed assignments. Homework can be picked up in the office after school. For homework requests with fewer than two days absent, students or parents may contact classmates by using the information in the student directory, using teacher websites for elementary students, and using Blackboard for both homework and classroom assignments located on <http://www.iusd.org/vv>. Parents and students are encouraged to regularly review grades and assignments on Parent Portal at MyIUSD.org.

Leaving School Early

If a student needs to leave school before the end of the school day, he/she must have a note from a parent stating the time and reason for leaving. The student should show the note to the teacher of the class to alert teacher. When parent or guardian should sign out the student in the front office and office staff will call the

classroom to request that student report to the office. To maximize instructional time, students will remain in the classroom until a parent or guardian arrives in the office to sign them out.

BEGINNING AND ENDING OF SCHOOL

School starts at 8:30 a.m. and ends at 3:00 p.m. on regular school days. On Wednesdays, dismissal is at 1:30. Middle School Zero Period PE begins at 7:40 a.m. and ends at 8:25 a.m. on regular school days. Students should plan to arrive at school after 8:15 a.m. and leave by 3:15 p.m. **There is no supervision provided outside of these times.** Families are welcome to use our playground facilities to play beyond this time after school; however, parents are required to provide active supervision. If students are waiting before school, or after school for pick up, they should wait on school grounds until the designated pick up time and then proceed to the agreed upon meeting place.

BICYCLES/ SKATEBOARDS/SKATES

Students must park and lock bicycles in the designated bicycle parking area and assume the risk for theft or damage. Bicycle racks are out of bounds during lunch and the school day. California Vehicle Code requires all minors to wear a helmet and to obey all traffic regulations when riding any vehicle to and from school. Bicycle, scooters, roller blades, skates and skateboard riding is prohibited on the campus, sidewalks, parking lot, and/or bus-loading zone. If used to transport to school, items must be secured at bike rack and may not be stored in the office or classrooms. Skateboards are prohibited on school grounds. They will be confiscated and released only to parents.

CLASSROOM TARDINESS

Students are responsible for being on time to class each period and for being prepared. A student is considered to be tardy if they arrive after class begins at 8:30. When a staff member detains a student, the student should obtain a written pass before going to the next class. Each teacher's behavior plan includes a plan for addressing tardiness to class.

CLOSED CAMPUS POLICY

Vista Verde is a closed campus. Students are not allowed to leave the campus during the school day unless their parent comes to the office to check them out. This policy includes the lunch period. Non-Vista Verde students (i.e., high school friends, relatives, or students from other schools) are not permitted to visit the school or attend school activities.

COMMUNICATION WITH HOME

It is important that parents receive information regarding school activities. It is the students' responsibility to take all bulletins and notices home to parents. In addition, parents may use the Vista Verde school, PTA and VV Foundation websites as a resource. Canvas and Parent Portal (MyUSD.org) are available to check assignments and grades throughout the year. Parents are encouraged to email their child's teacher with questions or arrange for meeting times before or after school. So that our teachers may give your concerns their full attention, we ask that you do not drop by during school hours unless you have made prior arrangements with the teacher.

COMPUTER AND INTERNET USE

To utilize the computers and local area network at Vista Verde, students and their parent are required to sign Technology Use Agreements and Policies for e-Readers. The agreements should be read carefully and school expectations and consequences for misuse of equipment, and the trust and responsibility associated with access to the Internet should be discussed. Failure to adhere to this contract may result in disciplinary action and restricted use of technology while at school.

- Computers are to be used solely for academic use.
- Games, downloads, and personal email are not allowed at school.
- All Internet sites must be school appropriate.
- Personal electronic devices may only be used with explicit staff permission.
- Report all inappropriate usage or site to staff immediately.

EMERGENCY INFORMATION

Current emergency information, including names, employment, addresses, and home, work, and cell phone numbers, and email addresses, is imperative for any urgent situation. If this information changes during the school year, please contact the office (949/936-6350) immediately with the updated data, or change your contact information directly in the Parent Portal at MyIUSD.org. In the event of an emergency (natural disaster, physical injury, or illness), the school can release your child only to those persons identified on the Emergency Information Card as parent, guardian, or “other persons to contact” as directed by California Educational Code.

DRESS CODE

Students are expected to dress appropriately for a learning environment. Because our instructional program includes active play and physical education, students must wear clothing that allows them to stretch, run and jump. Dress that is hazardous, obscene, slanderous, disruptive, or makes reference to substances illegal for school age children is prohibited.

- Halter tops, spaghetti strap tops (straps must be wider than two fingers), bare midriffs, tops that are low-cut, exposed undergarments, or clothing that is revealing or provocative is not permitted.
- Shorts and skirts should be long enough to remain appropriate when engaging in physical activities (approximately to fingertip length with arms extended at sides).
- Students need to wear shoes that are comfortable with closed toed shoes for all PE activities. Sandals can be worn on non-PE days as long as they are strapped to the foot (no flip flops).
- Apparel with inappropriate words or graphics, jewelry, accessories, notebooks, or manners of grooming (including hair color) which disrupt school operations or are associated with a group that advocates or commits unlawful acts are prohibited.

If students are dressed inappropriately, the parent may be contacted to bring clothing or the school may provide clothing. The student may also serve a detention for repeated offenses.

HALL PASSES

Students are expected to be with their assigned class during all instructional times unless they have a pass signed by a staff member or administrator. Passes are located in the Student Planner or may be provided by the teacher. Students should always report to their scheduled class and receive a hall pass from that teacher before reporting to the office or nurse's office.

HARRASMENT POLICY

All students have the right to attend school without fear of harassment, intimidation or insult. Any behavior that contributes to a hostile environment, interferes with a student's scholastic performance, or prevents a student's full enjoyment of education opportunity will not be tolerated and should be reported immediately to school staff. (Refer to the Education Code Provisions–Parent Notification available in the school's front office.)

HEALTH SERVICES

Ill students who are contagious should remain at home. Students sent to the office with a temperature of less than 100 are returned to class and those with a higher temperature must be taken home. Office personnel provide minor first aid while paramedics respond to serious emergencies. Students are not to have any medication in their possession, including aspirin. If it is necessary for students to take medication during school hours, the proper forms from the Office must be obtained and completed by parents and physician. All medications must be in the prescription bottle and will be administered by staff according to the physician's directions.

HOMEWORK

The purpose of homework is to reinforce and expand upon classroom learning. Student homework will vary based on the age of the student and the course content, but generally students will have approximately one to two hours of homework per school day (approximately 30 minutes per academic course). Please communicate with your teacher if homework is regularly taking longer than the recommended duration. Please see our school Homework Policy for additional details and grade level specific expectations.

HONESTY POLICY

Honesty is a moral quality highly valued by the Irvine Unified School District. Though opportunities exist for students to be less than totally honest, dishonesty and cheating is to be abhorred in all its forms -- plagiarism, record tampering, cheating on exams, copying homework, etc. The school and the professional staff at all levels shall assume responsibility for developing a climate clearly espousing honesty. School practices shall be designed to reward honest behavior, discourage dishonest behavior, take reasonable preventative measures, and protect the rights of the majority of students who are consistently honest. Promoting honest behavior is a responsibility shared by the school and the home. The school will work with parents in the development of school practices and in the resolution of individual student situations.

LATE ASSIGNMENT POLICY

Late assignments may be accepted for partial credit depending on content and schedule. Late assignments must be turned in no later than one week before progress reports or report cards for that grading period. These are general guidelines and students should refer to an individual teacher's grading policy regarding late work.

LIBRARY/MEDIA (INNOVATION) CENTER

Vista Verde's Library/Media (Innovation) Center is open to all Vista Verde students to accommodate the following activities: quiet studying and reading, selecting books to borrow and return when due, browsing book collections, Internet online research and word-processing projects. Students are expected to conserve Library/Media Center

resources, including the number of pages they print from the computer or at the copy machine, and treating the computer hardware or library printed materials with care. Students must get a pass from a teacher when wishing to visit during class or lunchtime; the Media Center is available to students 30 minutes before school and 60 minutes after school (except on Wednesdays). Morning Chromebooks are reserved for homework only. Entering and exiting the Library is done between the 3-4 Pod and 7-8 Pod when classes are not in session. When the librarian is absent, the library is closed. Students may not enter a classroom or media center without a staff member being present.

LOST AND FOUND

Lost valuables such as purses, wallets, watches, money, and glasses should be turned in to the office when found. If a student is missing a valuable, please check with the office to find out if it has been turned in. All other items (lunch boxes, coats, etc.) are placed on the Lost and Found rack located near the entry to the Multiple Purpose Room.

LUNCH PERIOD

Students may not leave the campus during lunch unless their parent or guardian comes to school and signs them out. Purchases at the cafeteria are done through our *Lunchbox* program where parents can deposit money throughout the year:

http://www.iusd.org/district_services/food_services/ Students use their PIN number to purchase foods during snack or lunch and the money is deducted automatically from the Lunchbox account. Food service personnel are able to assist students if they forget their PIN number or have any difficulty with their accounts. Food must be consumed in the quad area, and students are responsible for cleaning up their own trash.

During lunchtime a variety of sports, spirit activities, free play, and socializing are available. Classrooms, hallways, and the commons are out of bounds during lunchtime. A written pass is required to enter the building.

PERSONAL PROPERTY

Personal items such as cell phones (includes smart watches), GoPros, iPads, electronic games, toys, playground equipment, hats, and items that cause distraction are not permitted at school. If a school activity requires that such an item needs to be brought to school, a teacher's prior approval is necessary. If a student brings any of these items to school without permission, the item will be confiscated and held in the office until the parent claims it.

Under no circumstances are alcohol, drugs, drug paraphernalia, knives, guns, replica guns, or other weapons permitted on campus. Students in possession of the above items will be suspended and/or expelled from school.

PETS

There are no pets allowed on campus during school hours. When walking your children to school, please refrain from bringing dogs or other pets with you. If you do have a pet with you, we ask that you wait in the park and ask your children to come to you. As stated on signs posted throughout the campus, there are no dogs allowed on campus (even while on leashes or held). We have numerous students with serious allergies and/or who may be afraid of animals, therefore, we ask for your compliance in keeping our campus a safe and welcoming place for every student by keeping pets at home.

PHONE MESSAGES AND CELL PHONES

Our office staff will not take and deliver phone messages for students. Such messages disrupt the instructional programs and distract students and staff from their jobs. Only emergency messages from parents will be delivered to students in classrooms. Cell phones are permitted at school; however, school board policy requires that they be turned off during the regular school day unless given permission by a staff member. Consequences for unauthorized use of cell phones or electronic devices is confiscation until end of the day (first offense), until parent picks up device from office (second offense), or restriction from bringing device on campus at any time through the end of the school year (third offense). Bring Your Own Device (BYOD) is permitted for middle school students ONLY. Students who wish to bring their own device must participate in digital citizenship training and sign a BYOD agreement.

PHYSICAL EDUCATION

A coeducational instructional program is designed to encourage lifetime involvement in physical activity. Basic knowledge and skill acquisition in a variety of individual and team sports and activities are presented with an emphasis on FUN, FITNESS, and SPORTSMANSHIP. Proper athletic shoes and clothing are required for every PE lesson. A parent note is required to excuse a student from activities; a doctor's note is requested after three consecutive days of absence from activity.

PROGRESS AND REPORT CARDS

Parents are able to frequently check their students' grade on a regular basis using the Parent Portal at MyIUSD.org. Parents are encouraged to assist students demonstrating difficulties and to contact their classroom teacher directly if they have questions or concerns regarding their child's academic performance. Appointments with teachers and/or counselors are encouraged when performance expectations are not met. A report card showing academic grades, citizenship marks, work habits marks, and comments is mailed home at the end of each trimester.

SCHOOL MASCOT AND COLORS

Vista Verde's school colors are green and yellow. The mascot is the victorious Viking.

STUDENT BEHAVIOR AND DISCIPLINE

S.T.A.R. (an acronym for Safe School Community, Thoughtful Communication, Act with Integrity and Respect, and Responsible Risk-Taking) is a school-wide system of behavioral support, which develops appropriate behaviors in students and fosters a positive school climate. This intervention leads to an increase in academic instruction and learning time. Students are recognized through a series of rewards when they exhibit the expected positive behaviors. Acknowledgement is given in the form of verbal praise, a written message, a STAR cards/bucks, and at assemblies.

Office Referrals

Students may be referred to the office for the following behavior problems:

- Fighting or aggressive physical contact/weapons possession
- Chronic minor infractions
- Physical or verbal threats
- Harassment of student or teacher
- Truancy/Cut class
- Profanity or vulgarity

- Smoking
- Vandalism
- Alcohol/Drug
- Gambling
- Dress code
- Leaving school grounds without permission
- Foul language at students/staff
- Misuse of Technology

Consequences

All students are encouraged to behave appropriately by means of positive reinforcement; however, those students who continue to exhibit the following behavior problems may be referred to the office:

A referral to the office may result in one or more of the following actions:

- Parent involvement
- Detention
- Community service and campus clean-up
- Loss of privileges
- Referral to counselor
- Schedule change
- Contact and/or Conference with parents and/or guardian
- Student conference
- Parental escort of student to class
- Referral to Irvine police
- Other means of correction
- Transfer to another school
- Suspension and/or expulsion

Detentions

Detention may be necessary if a student chooses inappropriate behavior or not to use his/her class time wisely. Students may be detained during recess, lunchtime, or for up to one hour after school. If a student receives an after school detention, the parent will be contacted, and the student will need to arrange transportation home.

Suspension and Expulsion

The following violations will result in immediate suspension and a determination of further action that may result in expulsion proceedings:

- Serious physical injury or harassment toward others
- Possession of any firearm (including replicas), knives, explosives or other dangerous objects
- Possession, use, sale, or supplying of controlled substance or being under the influence of any controlled substance, alcoholic beverage, or intoxicant
- Possession, offer, arranged, or negotiated sell of drug paraphernalia
- Committed or attempted to commit robbery or extortion
- Assault or battery upon any school employee
- Caused or attempted to cause damage to school or private property
- Stolen or attempted to steal school or private property

- Knowingly received stolen school or private property
- Possession or use of tobacco or tobacco products
- Commit an obscene act or engaged in habitual profanity or vulgarity

Any of the above cited acts occurring to or from school, at school, or at a school activity may lead to suspension and/or expulsion.

STUDENT IDENTIFICATION CARDS

All students are required to carry a Student Identification Card (ID card). The card will be used for the following activities: library book checkout, Internet usage, school equipment usage, admittance to school dances, and for other school functions.

TRANSFER TO ANOTHER SCHOOL / MOVING

Students must present a completed Student Transfer Sheet to the front office prior to transfer. All textbooks, library books and other materials must be returned or restitution paid in full prior to the move.

TELEPHONES

Teachers and staff members use school phones for school business. Students, in emergencies and only under staff supervision, may be allowed to use school phones after asking permission from an adult. Students may use the front office phone before and after school as needed.

TEXTBOOKS AND MATERIALS

Students are expected to arrive at school ready to learn. This includes having the necessary materials including homework, student planner, pens, pencils, paper, and other necessary supplies requested by individual teachers. Students will be issued textbooks necessary for class studies and assignments. Some textbooks are available online and will be noted by teachers to their students. Students may purchase their own paperback books to be read in Language Arts if they wish so that they can underline, mark, and write notes in the margins to assist them in understanding the text. All materials required for instruction will be provided to students as needed. The student is responsible for taking good care of his/her textbooks. Parents must reimburse the school for damaged or lost textbooks, library books, or school equipment. Backpacks should be streamlined to achieve a weight limit of 10 to 15 pounds. The student's yearbook may be held on the last day of school if there are outstanding debts.

TOBACCO

The use of products containing tobacco or nicotine, such as cigarettes, smokeless tobacco, snuff, chew, clove cigarettes, or electronic cigarettes, electronic hookahs, and other vapor emitting devices with or without nicotine content by students on any district campus or while attending school-sponsored activities is not allowed.

MIDDLE SCHOOL STUDENTS

ADVISEMENT

The purpose of the advisement program is to build a relationship between middle school students and staff which encourages communication and keeps staff informed of the needs and concerns of students. Vista Verde students meet two times a week in their advisement groups with the same advisor. The advisor assists students with educational planning, goal setting, career exploration, and monitors academic progress. The advisement program also encourages communication between home and school. Advisors meet with parents and students for goal setting conferences and monitoring of progress. Throughout the school year, parents or students may contact advisors as the primary contact person for any concerns or issues that may arise.

BLOCK SCHEDULING /TUTORIAL

Academic classes meet each school day on a rotating block schedule. All academic classes meet on Monday mornings for a period of 50 minutes. Academic classes rotate in a block schedule Tuesday through Friday for a period of 70 minutes. Additionally, students meet for a period of 30 minutes, Tuesday through Friday, for academic support, enrichment, and homework completion. Students are provided with a schedule of classes and meeting dates at the beginning of each trimester.

COUNSELOR/PSYCHOLOGIST SERVICE

A part-time counselor and psychologist are available to provide individual assistance to students/parents upon request. Group Meetings may also be held with students to address concerns. Students desiring a meeting with either the counselor or psychologist may fill out a request form located by the counseling office. Students/parents may also request these services with the assistance of a teacher.

DANCES

ASB sponsors several dances during the school year. All dances will be held in the Vista Verde Multi-Purpose Room with teachers acting as chaperones. Students must have a permission slip with a phone number and a parent signature in order to purchase a dance ticket. Tickets are purchased prior to the event. Night dances typically begin at 5:00 p.m. and end at 8:00 p.m.

1. Dances are for Vista Verde students only.
2. Students must attend the full day of school on the day of the dance.
3. Students must have an adult available by phone during the dance hours.
4. Students must arrive no earlier than 15 minutes prior to the dance.
5. Students must enter the dance through appropriate entrances upon arrival.
6. Students must remain within the dance boundaries until the end of the dance.
7. Students may leave the dance early ONLY if their parent picks them up.
8. Parents are to pick students up promptly at the end of the dance in that staff supervision ends 15 minutes after the dance.
9. Students must wait in front of the school to be picked up.
10. Students must demonstrate behavior appropriate to the dance and abide by all school rules.
11. Cell phones (including smart watches) are prohibited during dance hours.

Students who do not abide by school and dance rules may be excluded from present or future dances, lose other privileges, or may be suspended from school. Students who are removed from any ASB activity due to inappropriate behavior may not attend future ASB activities for the remainder of the year.

EXPLORATORIES

While academic subjects are taught during the morning hours, exploratory opportunities are offered to all middle school students after lunch. All students must enroll in P.E. class each trimester and then are offered an array of different special interest classes called "Exploratories." Students who are enrolled in year-long exploratories, such as music, may choose to take Extended Day/Zero Period PE if offered. Enrollment in zero period is limited with students concurrently enrolled in Spanish, Study Skills, and ASB Leadership will have priority. Students in 7th and 8th grade will have priority over students in 6th grade.

FAILING GRADES FOR STUDENTS

It is expected that students will check-in with teacher(s) to improve failing grades prior to the grade cutoff date. Each student is to make arrangements with the teacher who issued the 'F' in order to coordinate an action plan. Parents will be notified of the action plan. Students may also be recommended for a Study Skills class, reading or math remediation exploratory class, Mandatorial (teacher request/stamp) during Tutorial, and/or Extended Learning to be given extra support to improve academic standing.

HONOR ROLL

At Vista Verde we strive to recognize excellence in work habits and academics.

- Principal's Honor Roll provides recognition for students who earn a grade point average of 4.00.
- Assistant Principal's Honor Roll provides recognition for students who earn a grade point average of 3.60 to 3.99. Academic recognition and certificates are awarded each trimester during an assembly and/or advisement period.

TESTING SCHEDULE

Teachers will coordinate the testing schedule for each grade level. Students will not have more than two tests per day in their academic classes.

Notice of Non-Discrimination

Please see next page for detailed information on this policy.

NOTICE OF NON-DISCRIMINATION

The Irvine Unified School District is committed to equal opportunity for all individuals in education. District programs and activities including membership in student clubs shall be free from discrimination, harassment, intimidation, and bullying of any student based on the student's actual or perceived characteristics such as race or ethnicity, color, ancestry, national origin, nationality, ethnic group identification, immigration status, age, religion, actual or potential parental, family, or marital status, or the exclusion of any person because of pregnancy or related condition, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The District does not discriminate in enrollment in or access to any of education programs available. Admission to these programs is based on age appropriateness, class space, interest, aptitude, and prerequisite coursework (where applicable). The lack of English skills shall not be a barrier to admission to or participation in the District's activities and programs. The Irvine Unified School District also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, and the California Code of Regulations Title 5, Chapter 5.3 Nondiscrimination. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the District's designated compliance coordinators.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Coordinator, Section 504
Sunghie Okino Coordinator,
Prevention and Intervention
3387 Barranca Parkway
Irvine, CA 92606
(949) 936-7523

Coordinator,
CTE Patsy
Janda
5050 Barranca Parkway
Irvine, CA 92604
(949) 936-5000

Coordinator, Title IX, Title 5
Keith Tuominen
Executive Director, Secondary Education
5050 Barranca Parkway
Irvine, CA 92604
(949) 936-5047

Coordinator, Title II, Title VI
Tammy Blakely, Student
Services 5050 Barranca
Parkway Irvine, CA 92604
(949) 936-5176

Coordinator, CCR Title
5 Keith Tuominen
Executive Director, Secondary
Education 5050 Barranca
Parkway Irvine, CA 92604
(949) 936-5047

Coordinator, Title VII, Age Discrimination Act
& Age Discrimination in Employment Act
Susan Kemp, Director, Human Resources
5050 Barranca Parkway
Irvine, CA 92604 (949) 936-513

IUSD BD Policy 5145.5,
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Any person may also contact the following:

San Francisco Office for Civil Rights, U.S.
Department of Education, regarding the District's
compliance with Section 504, Title II, Title VI, Title
IX, and the Age Discrimination Act.
Office for Civil Rights
U.S. Department of Education
50 Beale Street, Suite 7200
San Francisco, CA 94105
Telephone: 415-486-5555

Equal Employment Opportunity Commission for
concerns relating to the Age Discrimination in
Employment Act, or Title VII.
Roybal Federal Building
255 East Temple St., 4th Floor
Los Angeles, CA 90012
Telephone: 1-800-669-4000

Other agencies dealing with non-discrimination issues include:

California Human Rights Commission
25 Van Ness Avenue, Room 800
San Francisco California 94102-
6033 (415) 252-2500

U.S. Department of Justice
950 Pennsylvania Ave., NW
Washington, DC 20530-0001
Telephone: 415-252-2500
Telephone: 202-353

