

School Materials

It is the responsibility of every student to come to school prepared for learning. Each student should have a three-ring binder with subject dividers, paper, pencils, and pens every day.

Students are responsible for the care of his/her textbooks, supplies, technology, and any other items provided by the school.

Please Note: Parents will be charged for any damaged or lost textbooks, supplies, technology, or any other items provided by the school.

In addition, students will be provided with one agenda/planner for the year. They will be required to write down assignments and standards covered everyday in every class. We ask parents to review the agenda with their student regularly. Students are responsible for bringing and maintaining their own agenda daily.

If a replacement agenda is needed, there will be a \$5.00 cost to the student.

PBS (Positive Behavior Support)

Arrowview Middle School has implemented the PBS program for student discipline. The PBS program works to reward students that are making Positive Behavioral choices. Some of those rewards include: positive praise from staff members, perfect attendance incentives from the counselors; dragon scales to make purchases in the student store; and many other choices.

Through the implementation of PBS over the last 6 years at Arrowview Middle School, we have found a significant drop in teacher referrals, suspensions, and expulsions. Students are receiving weekly instructions specific to behaviors, in an effort to inform them of the expectations. We ask for your support as we continue to make Arrowview Middle School focused on high expectations for learning and behavior!

By following the three basic principles, students can easily avoid problems and be successful on our campus. The three basic principles are: **Be Responsible, Be Respectful, and Be Safe.** Students are expected to demonstrate the appropriate behaviors at all times on campus, at school activities, and to and from school.

Behavioral Standards:

In order to provide each student with a school environment focused on learning, we have implemented the Behavioral Standards listed below. The following behaviors are inappropriate and may result in a referral, disciplinary action, and/or

suspension, at any time on campus, or during a school activity.

1. Fighting, instigating a fight, encouraging the continuation of a fight, congregating around a fight, or participating in mob type behavior.
2. Congregating in large groups
3. Harassment or intimidation of any sort-verbal or physical
4. Gambling, cheating, fraudulent activities, falsification of any type (including obtaining a pass, or free lunch when not entitled)
5. Riding bicycles, skateboards, or any other unauthorized vehicle on campus
6. Bringing visitors on campus without office permission (ALL visitors must check into the office immediately upon entering campus)
7. Bringing unsafe or inappropriate items to school, such as gloves, trading cards, glass containers, personal electronic devices (radios, MP3 players, handheld game systems, etc.), lasers, toys, or any other items that may interfere with the educational process.
8. Displaying physical affection
9. Disrespectful/disruptive behavior on campus or at any school activity
10. Shooting or throwing any objects
11. Leaving the instructional area without permission
12. Loitering on campus, in restroom, or other inappropriate areas on or near campus
13. Possession or chewing of gum
14. Running is permitted in PE only- not allowed in hallways, rooms, or quads.
15. **Marking pens of any kind are to remain at home. Any marking pens that are needed for school assignments will be provided/supervised by the teacher in the classroom. All marking pens will be confiscated, as it is illegal to use a marker to deface/tag on school or private property.**
16. **Possession of tobacco products, matches, or lighters**
17. **Possession of drugs, alcohol, or any drug look-a-like, or paraphernalia.**
18. **Possession of a weapon, or any other dangerous object: including airsoft guns, or imitation weapons**
19. **Gang-related issues: Any gang-related hand signs and/or body gestures are not tolerated at Arrowview Middle School. Any individual engaging in these types of activities will be subject to disciplinary action.**

Graffiti:

No type of graffiti is allowed at Arrowview Middle School. This includes graffiti written on walls, books, tables, papers, notebooks, shoes, clothing, backpacks, or skin. Writing any graffiti-type writing may lead to disciplinary action, which may include payment for all vandalism to property. Any tagging

materials including: marking pens, white-out, or items with graffiti on them, will be confiscated if they are brought to school.

*Complete copies of the Student Behavior Policy of the San Bernardino City Unified School District are available from the school or Youth Services. We urge you to contact the principal or vice principals if you have any questions concerning the District Behavior Policy.

Search Policy:

The Governing Board desires students at school to be free from the fear and danger presented by firearms and other weapons. The Board therefore prohibits students from possessing weapons, replicas of weapons, or dangerous item of any kind in school buildings, on school grounds or buses, or at any school activities. Any school employee has the authority to seize a weapon, replica weapon, or dangerous item until custody is assumed by District Police or other law enforcement agency.

Disciplinary Actions:

1. Detention:

Arrowview teachers and vice principals assign after-school detention when appropriate. Students who earn a detention should check with the staff member who assigned it to clarify when and where the detention is to be served. Students that are assigned a detention longer than 10 minutes will be given a written notice of 24-hours before the detention is to be served. Parents/Guardians will be required to make transportation arrangements home. If a 15-minute lunch detention is assigned, the students will still have enough time to eat lunch. No student will be deprived of eating lunch due to a detention.

2. Clean Campus:

It is the responsibility of each student to keep the campus clean. If students do not pick up trash after themselves, "trash duty" will be assigned. Food, drink, or gum is not allowed in any classroom.

3. OCD/Guidance:

To maintain the appropriate and expected learning environment, it is sometimes necessary to remove a student from his/her classroom. Arrowview operates an on-campus detention room (Guidance) which is utilized when an off-campus suspension is not necessary. While in Guidance, students are working on the normal class assignments and given guidance by a certificated teacher and teaching assistant.

4. Teacher Suspensions from Class:

A teacher has the ability to suspend a student from his/her class for the balance of their period, and the suspension may extend through the following day. If a student is suspended from class, the teacher issuing the suspension will contact the parent/guardian regarding the reason for the suspension. When students are suspended from class by a teacher, they are held in the Guidance room.

5. Suspension from School:

A suspension is the removal of a student from the school site for behavioral adjustment purposes. A suspension may be for 1-5 school days, depending the severity and habitual nature of the infraction.

By order of the Board of Education, the following acts, may lead to a suspension, expulsion, or placement in an alternative studies program:

Reason for Suspension-Educational Code Section 48900:

- a. The pupil has caused, attempted to cause, or threatened to cause physical injury to another person.
- b. The pupil possessed, sold, or furnished any firearm, knife explosive, or other dangerous object.
- c. The pupil has possessed, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- e. The pupil has committed robbery or extortion.
- f. The pupil caused or attempted to cause damage to school property or private property.
- g. The pupil stole or attempted to steal school property or private property.
- h. The pupil has possessed or used tobacco.
- i) The pupil has committed an obscene act or engaged in habitual profanity or vulgarity.
- j. The pupil has possession of or offered, arranged, or negotiated to sell any drug paraphernalia.
- k. The pupil disrupted school activities or otherwise willfully defied valid authority of supervisors, teachers, administrators, or other school personnel.
- l. The pupil knowingly received stolen school or private property.
- m. The pupil possessed an imitation firearm.
- p. The pupil has engaged in or instigated sexual harassment, intentional harassment, or hate violence of any kind.
- s. The pupil has made terroristic threats against school officials or school property or both.
- u. The pupil aided and abetted the infliction or attempted infliction of physical injury to another pupil.
- x. The pupil engaged in an act of bullying, or electronic bullying, based as defined by EC and PC.

Dress Code:

Students are expected to be neat, clean, and dressed in appropriate, modest attire that will not interfere with the instructional program. District policy states: A student may not remain at school dressed in a manner in which his/her clothing or lack of clothing (1) **creates a safety hazard of said student** or for other students at school, and/or (2) **when the dress constitutes a serious and unnecessary distraction to the learning process** or tends to disrupt campus order. Therefore, **the following clothing items are not permitted on campus or at any school event:**

1. Hats, scarves, bandanas, hoods, or other head covering, unless they are official Arrowview spirit hats (for authorized use only), or for religious purposes.

(Hats, hoods, beanies, and gloves may only be worn outside, if the temperature is below 55 degrees or it is raining)

2. Sunglasses
3. Pants which sag beneath the buttocks or ripped/torn to expose the thigh area.
4. Shorts, pants, or skirts which may reveal any part of the buttocks or underwear. They may not be shorter than the length determined by reach of fingertips when arms rest comfortably to the sides.
5. Revealing shirts or tops that expose the midriff, cleavage, underwear, or private body parts. I.e.: spaghetti straps, halter tops, tank tops, or see-thru clothing.
6. **Plain white, short-sleeved T-shirts of any kind**
7. Pajamas or pacifiers
8. **Hanging belts or initial belt buckles**
9. **Pocket belt chains, large chain necklaces, or jewelry with pointed metal studs or other sharp edges. (Safety Issues)**
10. Knee length pants with knee socks pulled up to pant leg.
11. **Any attire which promotes drugs, alcohol, tobacco, gangs, weapons, tagging, or other criminal activity.**
12. **Any attire that contains profanity, demeaning, or offensive remarks or sexually suggestive pictures.**
13. **Open-toed, backless shoes, steel-toed shoes, or house-slippers**
14. **Button-down shirts which are not buttoned**
15. **P.E. clothes worn over street clothes.**

When a student's attire is not in compliance with the above regulations, the student will be required to modify his/her clothing to comply. In some instances, the student will be given the opportunity to wear P.E. clothes. If necessary, the student may be sent home because of unacceptable dress. Refusal to comply with the dress code will result in disciplinary action.

****The Arrowview Middle School dress code is in continuous update to include the latest attire that indicates association or promotion of street gang activity.**

Cell Phone/Electronic Devices Policy:

Students at Arrowview Middle School are not permitted to carry cell phones in **any visible manner while at school** or while attending any school-sponsored event. All cell phones must be turned off and stored inside a backpack or purse while on school grounds. **Parents and students assume all responsibility for the cell phone. School officials are not liable for loss or theft of student cell phones.** Students are prohibited from using cell phones while on campus or while attending any school-sponsored event. Students who violate any aspect of this school policy risk having their cell phone confiscated and could be subject to disciplinary action. (According to Ed Code 48901.5 (a))

****If a student should need to make contact with a family member/guardian for emergency purposes, a telephone in the office will be provided.**

All personal items such as MP3 players, CD players, and portable electronic game systems: such as PSP's or Nintendo

DS should be left at home. Such items are subject to confiscation and may be held for guardian pick-up.

Attendance Policy:

All students are required by California state law to attend school. Unexcused absences from school will be investigated by the Attendance Office and reported to the proper authorities, who will take necessary action. If attendance does not improve, a student will be referred to the School Attendance Review Board (SARB). When a student is absent from school, parents are expected to call the school at (909) 881-8109 and speak to the attendance clerk to report the reason for absence. If the parent cannot call, then the first day the student returns to school, he/she should bring a note from a parent or guardian and take it directly to the attendance office before going to his/her first class. **The parent has a total of 5 school days to report an absence.** It is the student's responsibility to make up all missed assignments given during an absence. A student must contact his/her teachers for all missed work. Work missed during an excused absence must be made up within a reasonable time after the absence. Teachers do not have to provide homework to students who have missed school due to an unexcused absence. Make up work may be requested after returning from on-campus detention or suspension.

Tardiness:

Students are expected to arrive on campus with enough time to be in their first class by the 7:35 a.m. tardy bell. If students are tardy to school more than 3 days, an hour of Academic Recovery Time (ART) will be assigned. All ART time will be recovered after school. Students are also expected to use their four-minute passing periods between classes to drink water; use the restroom; and get to class on time. Unexcused tardiness is not acceptable and will result in disciplinary action.

Truancy:

If a student has been absent from school without a valid excuse on more than three days or tardy in excess of 30 minutes on each of more than three days, he/she will be deemed truant as mandated by State law. Basically, the law permits students to be excused from school for illness, quarantine, medical, or dental appointments, or the funeral of a close family member. Truancy will be reported to the proper authorities for legal action.

Early Release

In an effort to preserve instructional time and provide your students with a high quality education we will be implementing an early student release policy, which was approved on September 14, 2010 by your School Site Council. Effective Monday, September 27, 2010 the following procedures will be in place for picking-up students during the school day:

1. During a student's lunch block, parents will need to wait in the office for the student until the conclusion of the lunch block. This is to ensure the continued safety of our campus.

2. If a student is in PE he/she may be checked out of school only during the first and last seven minutes of the period. This will allow us to provide proper supervision in the locker-room and continued safety for our students.
3. During the last block of the day we are going to ask that parents provide a doctor's note or proof of an emergency in order to remove their student from the campus. This will allow us to provide your student with bell-to-bell teaching and quality instruction.

Closed Campus:

Arrowview Middle School is a closed campus, meaning that once a student arrives on campus, he/she cannot leave unless a parent or guardian signs out the student. A student leaving campus without permission will be considered truant and disciplinary action will result. Please attempt to schedule all medical and other appointments after school hours.

If a student becomes ill, he/she will be released only to the parent/guardian or a person listed on the Emergency Card only. Please make sure your emergency card is turned in and kept up-to-date.

Visitors:

Parents and guardians are always welcome to visit the campus. We require that any visitor check-in at the front office and pick up a visitor's badge before visiting any classroom. Minors are not allowed to visit the campus unless they have a special permission from the principal or vice-principal. Former Arrowview students are not permitted to visit the campus during school hours.

Medication:

If a student needs to take medication while at school, a permit must be filled out by the prescribing doctor and the parent/guardian of the student. This permit must be renewed annually. **All Medications must be kept in the health aide office**, except pre-approved asthma inhalers.

Library Hours:

The school library is opened before and after school daily for student use. It is also open during lunch times for students. A student must have an agenda to get a pass to the library at any time of day.

Physical Education:

Regular Arrowview Middle School P.E. uniforms must be worn every day during P.E. class. They may be purchased from Arrowview at the beginning of the year and throughout the year. Uniforms must be kept neat and clean and marked with the owner's name. Any student who must be excused for medical reasons must present a signed note from the prescribing doctor that he/she cannot participate in P.E. and the duration of that excuse to the physical education teacher and the health aide. In most cases, a student with a medical excuse will still be required to dress for P.E.

P.E. Lockers:

Lockers, Locks, and locker combinations are not to be shared with anyone. P.E. lockers are provided for student

convenience and are only to be used during the student's assigned P.E. period. **Do NOT store books, other items, or valuables in lockers.**

School Activities:

Throughout the school year, there will be various school and team activities that may include study trips, assemblies, special recognition, parties, video presentations, dances, skating parties, and games. Students will be allowed to attend these events if they meet the expectations established by their team and school. **Suspensions, on-campus detention (Guidance), after school detention, or referral to the office may result in a student being excluded from an activity.** For team events, teachers may use the above expectations and include requirements to complete homework, in-class assignments, or a particular project to determine student participation. The staff at Arrowview believes that students must earn the opportunity to attend special events.

In most cases, students must have written permission from a parent/guardian to attend school activities. All school rules are in effect during all off campus activities. Students are expected to maintain the spirit and pride that makes Arrowview the great school that it is and conduct themselves accordingly.

Out-Of-Class Pass:

A student must have an agenda to leave class for any reason. A student will not be able to go to the health office, library, restroom, or anywhere else on campus unless the hall pass portion of the agenda is filled out by a staff member.

Theft:

Do not bring valuables to school. Students should not bring more money than what is needed for the day. **Valuable items should not be left in your P.E. locker or in the locker room area.** The school is not responsible for these items. Teachers and office staff are not liable for missing items. Do not leave your things unattended or with other students. If you find an item in the classroom that someone else may have forgotten, please give it to your teacher. If you find lost items on campus, please turn these items into the office.

Internet Use:

Students must have an Internet Use Agreement form, which has been signed by a parent/guardian, on file in order to access the internet at Arrowview. The Internet at school may only be used for educational purposes under adult supervision. Students who violate the terms of the Internet Use Agreement form will have their privileges permanently revoked.

The mission and vision of Arrowview is that all students achieve proficiency in all subject areas and will be equipped to succeed at the next level of education.