



Dear Balboa Middle School Families,

Welcome to the 2018/2019 school year. Balboa is an amazing school community with exceptional students, families and staff members. We have an exciting year planned and we are glad that you will be part of it!

The Student Handbook and student agenda is your child's guide to educational and personal development throughout the school year. The handbook contains information about school policies, procedures, student responsibilities and expectations. The student agenda will help you lay the foundation for good organizational skills and lifelong success. We encourage you to use these two guides together to ensure a successful school year.

On behalf of our entire Explorers family, I want you to know we are committed to providing students with a safe learning environment, maximizing student learning and creating a positive school culture and climate.

We look forward to a wonderful year!

Sincerely,

Mr. Covarrubias
Principal

BALBOA ADMINISTRATIVE STAFF

PRINCIPAL

Mr. Carlos Covarrubias

ASSISTANT PRINCIPALS

Ms. Jena Branstetter

Mr. Tomas Gaeta

COUNSELORS

Mrs. Veronica Fowler (A-Go)

Mrs. Tawnya Ferdolage (Gr-O)

Mrs. Gretchen Bradvica (P-Z)

ACTIVITIES DIRECTOR

Mr. Jose Duenas

OFFICE STAFF

Psychologist	Mr. Nick Vlahos
Library/Teacher of Research	Mr. Mike Cromie
Media Clerk	Ms. Lauri Matthews
Office Manager.....	Mrs. Sue Hornbeck
School Support Secretary.....	Ms. Lisa Urwick
Attendance Assistant	Mrs. Amada Castaneda
Office Assistant.....	Mrs. Cheryl Denger
Office Assistant.....	Mrs. Emerald Aparicio
Nurse	Mrs. Azita Najafi
Health Aide.....	Mrs. Paula Ward
Head Custodian.....	Mr. Randy Hernandez
Cafeteria Manager	Ms. Heather Basch

OUR VISION

At Balboa Middle School all students will receive an exemplary and balanced education fostering a life-long passion for learning and engagement. We demand excellence of ourselves because our supportive community has entrusted us with their children.

OUR MISSION

Balboa Middle School will educate all students in a clean, safe and respectful learning environment. In conjunction with parents and community we will build academic skills, foster social skills, honor the uniqueness of all students, inspire all students to achieve their personal best and encourage students to develop healthy lifestyles.

OUR SCHOOL PLEDGE



BALBOA CALENDAR 2018-2019



August 15	Wednesday	New Student Orientation
August 22	Wednesday	First Day of Instruction
August 28	Tuesday	Magazine Sales Assembly
August 29	Wednesday	Yearbook/Picture Day
September 3	Monday	* Labor Day - Holiday
September 5	Wednesday	1 st Magazine Turn-In Day
September 6	Thursday	Back-To-School Night
September 10	Monday	* Non-Student Contact Day
September 12	Wednesday	2 nd Magazine Turn-In Day
September 14	Friday	Begin Friday Minimum Days (Dismissal – 1 :30 pm)
September 19	Wednesday	3 rd Magazine Turn-In Day
September 26	Wednesday	4 th Magazine Turn-In Day
October 3	Wednesday	Picture Make-Up Day
October 19	Friday	End of First Quarter
October 22-26	Mon. - Fri.	* Fall Break
November 5-9	Mon. - Fri.	Parent Conferences (Minimum Days – 1:30 pm)
November 12	Monday	* Veterans Day - Holiday
November 21	Wednesday	* Non-Student Contact Day
November 22-23	Thurs. - Fri.	* Thanksgiving Day/Board Holiday
December 8	Saturday	Attendance Academy
December 24-January 4	Mon. - Fri.	* Winter Break
January 7	Monday	School Resumes
January 18-February 1	Fri. - Fri.	School of Choice Window (for 8 th grade students)
January 21	Monday	* Martin Luther King, Jr. Day Observed
January 25	Friday	End of Second Quarter
January 28	Monday	* No School/Teacher In-Service Day
February 2	Saturday	Attendance Academy
February 11	Monday	* Lincoln's Birthday Observed
February 18	Monday	* Presidents Day – Holiday
March 9	Saturday	Attendance Academy
March 13	Wednesday	Spring Picture Day
March 15 – June 7	Fri. - Fri.	Testing Window
March 29	Friday	End of Third Quarter
April 1-5	Mon. - Fri.	* Spring Break
April 19	Friday	* Board Holiday/No School
May 16	Thursday	Honor Roll Field Trip
May 18	Saturday	Attendance Academy
May 27	Monday	* Memorial Day - Holiday
June 7	Friday	Eighth Grade Dance
June 10	Monday	Eighth Grade Activity
June 11	Tuesday	Eighth Grade Celebration (Minimum Day - 1:30 pm)
June 12	Wednesday	Minimum Day: 1:30 pm
June 13	Thursday	Last Day of Instruction (Minimum Day - 1:30 pm)

* School not in session

DAILY BEGINNING AND ENDING TIMES FOR SCHOOL

Students SHOULD NOT arrive on campus before 8:30, unless under direct teacher supervision. Students must report to the cafeteria if they arrive between 7:30 and 8:30, unless prior arrangements have been made with the teacher. The first bell is at 8:50. School dismisses at 3:00. Unless attending a supervised activity, students should be off campus by 3:15.

Regular Schedule

Period 0	8:00 - 8:47
Sustained Silent Reading	8:55 - 9:08
Period 1	9:08 - 9:55
Period 2	10:00 - 10:47
Break	10:47 - 11:02
Period 3	11:07 - 11:54
Period 4	11:59 - 12:46
Lunch	12:46 - 1:16
Period 5	1:21 - 2:08
Period 6	2:13 - 3:00

Friday/Conference (Minimum Day) Schedule

Period 0	8:00 - 8:34
Period 1	8:55 - 9:30
Period 2	9:35 - 10:09
Break	10:09 - 10:24
Period 3	10:29 - 11:03
Period 4	11:08 - 11:42
Lunch	11:42 - 12:12
Period 5	12:17 - 12:51
Period 6	12:56 - 1:30

RECOMMENDED SCHOOL MATERIALS

The following materials are strongly recommended to be with each student every day at school:

- Large 3-ring binder
- Subject dividers for each class
- Two blue/black ballpoint pens
- Plastic zipper pencil pouch
- Reading book for silent reading (SSR)
- White lined notebook paper
- Two No. 2 sharpened pencils
- Erasers
- Colored pencils
- Highlighter
- Agenda (provided by school on 1st day)

COUNSELING DEPARTMENT

Balboa’s three full-time school counselors help develop students’ abilities to find success in the educational and social environment during the middle school years. Each school counselor is certified with a minimum of a master’s degree and a School Counseling Credential, making them uniquely qualified to address academic, college and career, and social and emotional needs. Counselors provide all students with the lessons necessary to build their knowledge, skills and attitudes to support their academic goals. Collaborating with students, parents, teachers, administrators, and outside resources, school counselors focus on the best interests of each student.

Balboa counselors spend most of their time working directly with students individually, in small groups, and in the classrooms delivering academic, social/emotional, and college and career lessons. We find this stage of life exciting and we enjoy the opportunity to help your children map out their future plans for middle school, high school, and life beyond high school graduation.

How to See Your Counselor

Students may stop in to see a counselor in the office or in room 22 before school, or during break and at lunch. For questions or concerns that may take more time, parents and students may request appointments with a counselor by filling out an Appointment Request on the computers in the main office and in the Counseling Center. The Appointment Request Form can also be accessed on the Balboa website (<http://www.venturausd.org/balboa>) under the “About Us/Counseling/Anonymous Reporting” tabs. The Counselor of the Day may be able to accommodate walk-ins, but it is best for parents to request an appointment and to leave details about the question or concern. If you have an immediate concern that requires immediate attention, please contact an administrator by calling the main office at [\(805\) 289-1800](tel:8052891800) and pressing 0 to get through to someone right away.

Parents, if you have concerns about grades and assignments in a specific class, please contact the teacher directly, through a voice message or an email.

Counselor of the Day

A Counselor of the Day will be available in the office every school day to assist with urgent issues that cannot wait for an appointment.

This year’s counseling team:

Student’s Last Name

- Mrs. Veronica Fowler.....A – Go
- Mrs. Tawnya Ferdolage.....Gr - O
- Mrs. Gretchen BradvicaP – Z

Additional Resources

You can find a number of local and national resources and the Anonymous Reporting form on Balboa’s counselor page. Please check it out: <http://www.venturausd.org/balboa/AboutUs/Counseling.aspx>

School-Wide Events

As part of our comprehensive counseling program, counselors coordinate school-wide events such as Career Day and College Week.

STUDENT SERVICES

ATTENDANCE PROCEDURES

On the day the student is absent, please report the absence to the school:

- Leave a voice message at our 24-hour number (805) 289-1800, x1002
- Email our attendance clerk at Amada.Casteneda@venturausd.org
- Student can bring a note the day they return to school between 8:30-8:50am. The note should include the student's first and last name, the date absent, reason for absence and parent/guardian signature.

All absences must be cleared within three days or they will remain unexcused.

In addition, the Ventura Unified School District's attendance program will generate letters to notify parents/guardians and students of excessive excused absences and truanancies. These letters are a courtesy to parents and guardians to make them aware of attendance issues. If a student has multiple uncleared absences or truanancies, parents and students will be required to attend a School Attendance Review Team (SART) meeting. Continued attendance problems will lead to a School Attendance Review Board (SARB) meeting, which could result in fines.

Medical Appointments

If a student leaves early or arrives late due to a medical appointment, a doctor's note is required for the absence to be excused.

Before School//Leaving the School Grounds

Our cafeteria is open at 7:30am to students who arrive early. Students may not leave the campus between the time they arrive in the morning and the time they are dismissed in the afternoon. Any exceptions must be cleared through the attendance office ahead of time. This rule still applies on shortened days, dances after school, etc. Students are not allowed to remain on campus after school unless they are part of an extra-curricular activity supervised by a staff member. Once a student leaves campus, they cannot come back to catch a bus, attend a dance, or participate in any other activity.

If it is necessary for a student to leave campus for an appointment, they must bring a note with pertinent information, dated and signed by a parent/guardian to the attendance assistant before school in order to obtain an off-grounds pass. Only adults on the student's emergency card may check a student out. Students must check in with the attendance assistant before they leave school and when they return. Parents/guardians must come into the office and sign out their child. Students are not allowed to sign themselves out or wait outside for a parent.

Make-Up Work Requests

Homework cannot be requested from the office until after the third day of absence. Once requested, it may take 24 hours to be available. You may also check online to see if homework is posted by an individual teacher.

FOOD SERVICES

The cafeteria provides an atmosphere in which students can eat their lunches while relaxing and socializing with friends. To maintain a positive lunch environment, students are expected to:

1. Clean up after themselves
2. Keep tables clean
3. Dispose of food in correctly marked containers
4. Place plastic bottles and cans in recycling containers
5. Keep all conversation polite, not loud or disruptive, and free from inappropriate or disrespectful language
6. Maintain their correct spot in line with no cutting
7. Walk to the lines to maintain safe conditions
8. Use good manners
9. Not throw food items
10. Return items used by all to the appropriate cart
11. Keep backpacks away from the serving area

FOOD SERVICES (continued)

School Lunches

School-prepared lunches are available each day with prices varying according to selection. Snacks may be purchased at lunch and at morning break. Parents may also pay online through Q Parent Connect. Please keep track of your account balance. In order to assure a safe, comfortable and orderly lunch period, the following rules are important:

1. Stay on campus
2. Use the available trash cans, including blue recycling barrels for plastic bottles/cans
3. Keep the campus clean and litter-free
4. Eat in the designated areas only (see map on page 29)
 - Cafeteria and snack bar area
 - Great court
 - Grass area next to the playing fields, no further than the yellow cones
5. Keep glass containers off campus

HEALTH SERVICES

The health office is located in the administration building. The health technician is on duty from 8:30 a.m. until 3:00 p.m. daily. She is not the nurse, but she is able to provide first aid and monitor the self-administration of student medication. In the event of an emergency, school authorities will call a parent and/or 911. As a reminder to parents and students, always notify the attendance clerk and health assistant of new phone numbers and changes in case of an emergency. The school nurse has scheduled times at the school site and is available by cell phone as needed. Any student becoming ill, or injured, during the school day must obtain a pass from the teacher and report immediately to the health office before he or she calls parents/guardians to leave campus. Students “dropping by” the health office between classes will be sent to class. If a problem occurs before/after school, or during lunch, he or she may report directly to the office.

Students requiring prescription and/or over-the-counter medication must obtain a medication authorization form from the health office. This form is required for all medications taken during school hours. The form includes an area for the parent and physician to complete on each medication required during the school day. If parents have any questions, please contact the health office for clarification.

The Health Services Department provides the following programs for students in the Ventura Unified School District:

- Vision/Hearing Screening - K, 2nd, 5th, 8th, some special education, and students new to California.
- Tdap immunization in cooperation with Ventura County Health Department at levels prescribed by law.
- A school nurse who serves as a resource person for the teachers, parents and community.

Policy for Taking Medicines at School

Because one child's medicine may be harmful to another, **no** medication, prescription, or over-the-counter, may be brought to school, taken or stored outside of the health office.

When it is essential to a child's health that he or she takes medicine during school hours, the district policy requires that:

1. The medicine must be prescribed by the child's physician and accompanied by a Medication During School Hours form completed by parent and doctor.
2. Prescription drugs must be in the original pharmacy container, labeled with the child's name, date, medication, dose and time to be taken at school.
3. The parent must bring the medicine to the school's health office.
4. Medicine will be administered in the presence of health assistant or school personnel as designated by the principal.
5. Certain health problems, such as asthma and diabetes, demand that the child develop an understanding of his or her problem to assure responsibility for self-management of medication. In these cases, with the proper paperwork filed in the health office and instruction from the school nurse, a student may carry his or her inhaler and self-administer.
6. Non-prescription medication may not be given at the school unless deemed necessary by the doctor. The same procedure as for prescription medication must be followed.

HEALTH SERVICES (continued)

Accident Reports and Insurance

The Ventura Unified School District does not provide coverage for a student's hospital or medical expenses due to injury incurred while participating in school activities, instructional or extra-curricular, or injuries occurring to or from school. There is accident insurance available for parents to purchase. Information for this is sent home at the beginning of the school year. Parents may also inquire about it at the office at any time.

Injuries: When a student is involved in an accident at school that results in an injury, the student must report the injury to the supervising teacher. If a student is injured going to or from school, the school health assistant must be notified as soon as possible. All accident claims will be handled on the basis of the accident report. The claim cannot be signed unless such a report has been filed.

Wheelchair, crutches, casts: Students returning to school after any accident or injury requiring a wheelchair, crutches, or cast must provide a physician's note allowing them to use the wheelchair or crutches on campus. Students must continue to comply with school dress and safety codes, including wearing appropriate footwear on both feet at all times. This note must include duration of the limitations and explanation of the level of physical activity this student is allowed to have while participating in P.E.

In the event of serious illness or injury, the parent will be notified. In serious emergencies, the paramedics will be notified and then the parents. It is very important, and the parents' responsibility, that the emergency card is complete and kept up to date throughout the year.

LIBRARY SERVICES

The library is open daily for students from 8:30 - 4:00 Monday – Thursday, and 8:30 - 2:00 on Friday. Each student is responsible for books and materials borrowed from the library. Students must use their ID card to check out books and take Accelerated Reader (AR) tests. Care should be taken to return books promptly. Lost or damaged books are the financial responsibility of the parents. This means students need to check their book(s) thoroughly and accurately and tell their teacher about major damage or mold. If students have a question, they should ask at that time, and not wait until the book is returned. To avoid damage, students should not carry any liquids in backpacks or store any liquids in lockers with books. If at any time a student's backpack or locker gets wet, he or she should go directly to the library.

- Replacement ID cards are available in the library and are \$5.00.

Care of Textbooks

Students will be responsible for the care of their books until returned to the library. Book covers are required for all textbooks at all times. Paper bag book covers are strongly recommended. A fee will be assessed for abused or lost books. (Board Policy #6161.2) Book covers, backpacks and binders must be free of all inappropriate pictures, logos, graffiti, stickers, signs, patches, etc. Missing or defaced barcodes on textbooks will incur a \$1.00 charge.

Overdue, Damaged or Lost Instructional Materials (Board Policy 6161.2)

When property of the district is lent to students, the Governing Board expects that it shall be returned in a timely manner, with no more than usual wear and tear. If the property has been willfully cut, defaced or otherwise damaged, or if the student refuses to return it at the request of a district employee, the district shall afford the student his/her due process rights and subsequently may withhold the student's grades, diploma and transcripts until the student or parent/guardian has paid all damages. As provided by law, the parent/guardian of a minor shall be liable for all damages caused by the minor's misconduct. (Ed. Code 48904) (cf. 5125 - Student Records; Confidentiality) (cf. 5131.5 - Vandalism)

The district will notify the student's parent/guardian of the alleged misconduct before withholding grades, diploma and transcripts. Legal Reference: (Ed Code 48904) Willful misconduct; limit of liability of parent or guardian, (Ed Code 48904.3) Withholding grades, diplomas or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold.

OFFICE SERVICES

Messages

Due to an inability to verify callers on the phone, messages for students should be delivered to the office in person. If parents come in and drop something off or bring in a message, we will do our best to deliver it. The office phone is for emergency use only.

Passes

Passes are required when students are out of class during class time. When leaving a classroom, students must have a pass from the teacher showing permission to be out of class. Passes should be used only when necessary.

Transportation & Buses

Students should communicate with their parent or guardian prior to coming to school regarding transportation home. Contact VUSD Transportation at (805) 641-5000, x1320, with any questions about district-provided bus transportation.

Visitors

Student visitors are not allowed on campus during school hours.

All visitors entering Balboa Middle School campus must report to the office. Parents or guardians are required to call the school to arrange for appointments to see teachers or counselors. This allows the teacher or counselor to prepare for the appointment. Any visitor who fails to report his/her presence and the reason for visiting or who fails to leave the school grounds upon request by the principal or designee has committed an unlawful act and may be prosecuted according to law. (cf. 3515.2- Intruders on Campus) (BP 3515.2) (AR 3515.2)

REPORT CARDS AND PROGRESS REPORTS

All students will receive report cards and progress reports by mail.

Report Cards will be mailed home shortly after the conclusion of each quarter throughout the school year.

	Quarter Ends
1 st Quarter	October 20, 2017
1 st Semester	January 26, 2018
3 rd Quarter	March 29, 2018
2 nd Semester	June 14, 2018

The purpose of an unsatisfactory progress report is to encourage students and their parents to make positive changes regarding school work. The following are recommended strategies for parents to use in order to help their students be academically successful:

- Monitor assignments in student's agenda on a daily basis and provide parent signature/questions nightly.
- Empty, clean and organize backpack daily.
- Check daily that class work and homework are complete and inserted in correct area of binder for each subject.
- Provide a quiet, monitored area and time for student's academic work to be done.
- Attend Back-to-School Night and be aware of each teacher's name, requirements, and expectations.
- Contact individual teachers with any questions or concerns.
- Be consistent when working with your student.
- Regularly monitor student's progress using Q.
- Stay involved with your student and our school.

Homework

Students will receive an agenda for their use. Students should write down every homework assignment for every class for the week in his/her student agenda. If there is no homework for a particular day, the student should write "none" to indicate that he/she asked about the assignment. Parents are encouraged to check this agenda nightly to monitor the student's homework habits. Use of agendas are a critical part of teaching students good organizational habits. It is encouraged that lost agendas be replaced promptly at a cost of 7.⁰⁰.

Students are encouraged to set aside a minimum of 1½ - 2 hours each night for homework and academic study.

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- Monitor assignments in student's agenda on a daily basis and provide parent signature/questions nightly.
- Empty, clean and organize backpack daily.
- Check that class work and homework are complete and inserted in correct area of binder for each subject nightly.
- Provide a quiet, monitored area and time for student's academic work to be done.
- Regularly monitor student's progress using the online student information System (Q).
- Attend Back-to-School Night and be aware of each teacher's name, requirements and expectations.
- Contact individual teachers with any questions or concerns.
- Be consistent when working with your student.
- Stay involved with your student and our school.

EIGHTH GRADE PROMOTION PROCEDURES

Participation in Eighth Grade End of the Year Activities

Balboa's accountability system for eighth grade students is called MAP. MAP stands for Making Academic Progress. Those students who fail one or more classes at the end of the first semester will be notified of their eligibility to participate in the MAP Program's Study Hall. This will give them the opportunity to improve their grades.

Eighth grade students who do not raise their F grades to passing and/or their citizenship mark to at least "Needs Improvement", instead of "Unsatisfactory", will not be allowed to participate in the 8th Grade Dance, Beach Day or walk across the stage at the Celebration. Grade checks will occur on set dates that correspond with the earning of the above-stated activities. Balboa wants all 8th graders to complete their middle school years with success, which means with passing grades and good citizenship.

Requirements for Participation in Eighth Grade Activities

1. In order to participate in the eighth grade activities, students must meet the following qualifications:
 - a. Achieve a D grade or higher in all classes by the qualifying date for that activity
 - b. Meet all obligations for lost or damaged books, cafeteria debt or from elective classes, teams or clubs
 - c. Earn "Needs Improvement" or higher citizenship marks by the qualifying date for that activity
 - d. Students must be in attendance all day on the day of the Celebration – unless absences are prearranged or have a doctor's note
2. Eighth grade activities and the qualifying dates include the following:
 - a. In order to participate in the Eighth Grade Dance on June 7th, students must qualify by May 3rd.
 - b. In order to participate in Beach Day on June 10th, students must qualify by May 24th.
 - c. In order to participate in the Eighth Grade Celebration on June 11th, students must qualify by June 6th.

NOTE: Talk with your teachers about the last due date in each class to increase your grade before each grade check, as they will vary.

3. Eighth grade activities are a privilege. We are here to help, but students' ability to participate in the 8th grade activities is based on their grades and citizenship. Students suspended during Quarter 4 will have 8th Grade Celebration privileges revoked.

PHYSICAL EDUCATION

The physical education uniform consists of a grey T-shirt and black shorts with no logos or markings of any kind on the shorts. P.E. shirts must be marked with a black permanent marker (first and last name). P.E. shorts must be marked with a white permanent marker (first initial and last name). Students who do not have Balboa shorts or shirt, may bring a separate pair of P.E. clothes from home. Tennis shoes that will not mark the gymnasium floor are needed. Shorts must be worn on the top of the hip. P. E. clothes may be purchased through the P.E. Department.

Optional attire: Sweatshirts, sweatpants and yoga pants. Ideally, these would be grey, white, black or red and can be worn when the weather requires it. Sweats must be free of any hoods, zippers, pockets and logos. The regular physical education uniform is to be worn under the sweat apparel.

**NO JEWELRY (THIS INCLUDES EARRINGS AND ANY OTHER PIERCINGS)
IS TO BE WORN BY BOYS OR GIRLS IN P.E. CLASSES.**

If non-removable jewelry is worn, a district-approved alternative physical activity will be assigned.

To prevent loss or theft of clothing, please mark apparel so that the owner can easily be identified. P. E. lockers containing personal belongings must be kept locked at all times. Food, backpacks or cell phones are not permitted in the locker room at any time.

There will be times that students will do a one mile walk/run with their respective teacher on and off campus through our neighborhood.

Physical Education Excuses

As with any other class, students must attend physical education even if there are limits on students' participation. The physical education department honors doctors' notes limiting physical activity and will honor parent requests for up to three days without a doctor's note. All notes from physicians regarding student limitations must be directed through the health office. Physical education teachers will file notes and record dates and the reason for each period of non-participation. Physical education teachers do not send the student to the office unless he/she is obviously ill. The student will dress and remain with his/her class and either observe activities or help officiate at the discretion of the teacher. There is no "rest P.E." We ask that when a prescription of limited activity is given, the doctor suggests some kind of activity which the student could safely perform. Students with excuses from physical education may be asked to assist the teacher or participate in some modified program which recognizes the student's limitations.

In cases where non-participation will be in excess of five days, students in most cases will remain with their physical education class and be assigned to such duties as the physical education teachers deem advisable.

All missed periods can be made up by making arrangements with the physical education teachers.

ACTIVITIES AND PROCEDURES

At Balboa Middle School, we uphold:

- All students, regardless of their immigration status or their families', have the right to learn without fear and have access to all school services
- In solidarity with our diverse population, we remain a safe space for students and their families
- Interrogation and intimidation are prohibited
- Dignity and respect will be given to all students and their families

Ventura Unified School District Academic Honesty Policy

The teaching of character training begins at home and should be reinforced at school. When home and school work together as a team, it is more likely that mutual educational goals will be reached. Academic honesty is one of the key character traits in education. Therefore, when children engage in behavior which is not academically honest, the school will inform the parent so that the parent is also able to deal with the situation. Areas of concern for academic honesty include:

- Copying another's work
- Attempting to copy another's work
- Crib notes on a test or quiz
- Plagiarism
- Assisting another to cheat

Associated Student Body (ASB) /Leadership

ASB/Leadership coordinates special activities and programs for the entire student body.

In the spring, students may petition to run for student body office. After submitting petitions, candidates deliver campaign presentations prior to a school-wide election. ASB offices include President, Vice-President, Secretary, Treasurer, Commissioner of Activities, Commissioner of Spirit/Publicity and Historian.

Curricular and Extra-Curricular Activities

All of the following items may be required for participation in curricular and extra-curricular activities:

- Satisfactory academic effort
- Excellent citizenship and attendance
- Adherence to Balboa's dress code
- Medical release information
- Parent permission
- Donations to cover co-curricular expenses

Dances

Balboa Middle School sponsors dances for students that are supervised by staff. Students attending a dance must be in school that day. If a student leaves the dance, the student may not return. Students who are asked to leave the dance will be sent to the office to call a parent. Parents will need to pick up students promptly after a call from the office or when the dance ends. The dress code applies at all dances.

Good Neighbor Policy

The yards and lawns of our neighbors, whose homes are near the campus and bus stops, are off limits to Balboa Middle School students. Students are welcome to use the sidewalks, but should not loiter on their way to or from school. Students are to be respectful of public or private property and refrain from defacing or throwing objects that can cause damage or harm.

Honor Roll and Balboa Passports

All students earning a 3.50 GPA or above in each quarter and maintaining satisfactory conduct will be placed on the Balboa Honor Roll. Students who are on the honor roll for the first three quarters may be invited to attend the honor roll field trip in the spring. Students are also eligible to receive a Balboa Passport entitling them to specific earned privileges at the end of Quarters 1-3 if they have earned various levels of academic success: 4.0 grade average, 3.5-3.99 grade average, 3.0-3.49 grade average, or have improved their grade point average by 0.5+ from Q1-Q2 and Q2-Q3.

Internet Access

Internet use is a privilege that requires responsible behavior. Students are expected to be good digital citizens. For students to use the district's technology to access the internet and intranet (referred collectively as "the Net"), students and parents must read and complete the Ventura Unified School District's "Student Net Use and Release from Liability" form. If you have internet capabilities at home you may visit our Balboa web site at: <http://www.venturausd.org/balboa>.

Lockdown and Safety Drills

Lockdown and safety drills are held periodically to establish expectations in the event of a true emergency. Maps which indicate the appropriate exit routes are posted in each classroom.

- During lockdown drills, students remain in their classroom or go to a designated safe room and wait for further directions.
- During earthquake drills, students will take cover under their desks and wait for the all-clear signal from the office.
- During fire drills, students follow their teacher to the designated evacuation area.

Locker Information and Search Policy

Lockers are the property of the school district. The lockers are provided for students' convenience and for the protection of their property. Students who receive a locker must accept full responsibility for items that are placed in the locker. The school district insists that lockers are properly cared for and not used for the storage of illegal items. The use of lockers is a privilege granted to students and is not a right. School regulations provide that the principal or his designee has custody, control and access to all student lockers and that they have the duty, as well as the right, to inspect lockers to prevent their use of illegal and/or undesirable purposes. This right is inherent in the authority of administrators in the management of the school; however, students are expected to assume full responsibility for the security of their lockers. Inspection of lockers will be conducted by school authorities at any time for any reason, without notice, without student consent and without a search warrant.

- It is extremely important that students do not give their locker combinations to other students.
- All full time students at Balboa are issued street lockers.
- Student and parent must sign the cover sheet of this handbook acknowledging their understanding of all locker policies.
- No one is to share a locker with another student or open another student's locker.
- When locking his or her locker, make sure the lock is secure by turning the tumbler a time or two. If there is a problem, please request assistance in the school office.
- When students are assigned a locker they are required to report in writing immediately, any major scratches, chipped paint, sticky residue, and give to Mrs. Denger in the office. Otherwise, a fine may be assessed at the end of the year.
- All damages are paid for by the student/parent.
- Stickers and writing of any kind on his or her locker is not allowed.
- Valuable items such as jewelry, electronic devices and money (more than needed for school) should not be brought to school and/or stored in lockers. Balboa Middle School and the Ventura Unified School District cannot accept responsibility for items that are taken from your locker.

On June 1st, students will be directed to completely clean out their lockers. Custodians, staff, and administrators will discard all belongings left behind. After this time, the lockers cannot be used at any time until the following August 2019-2020. All lockers must be left clean.

Lost and Found

The lost and found is located in room 74. Any item of value found on campus is presumed to be someone's property and should be turned in. Textbooks and Balboa library books are returned to the library. At the end of January and June, we will donate all unclaimed items to charity.

Restrooms

Ways that show respect and responsibility while using the restrooms include:

- Using restrooms for their intended purpose only and washing hands after use
- Refraining from loitering and disturbing others who are using the facilities
- Refraining from using restrooms in groups
- Reporting vandalism such as graffiti, spit wads, clogged toilets, flooded sinks, spit on mirrors, etc.
- Flushing toilets and placing trash (including feminine products) in the appropriate container
- Utilizing break time for restroom and drinking fountain visits, thereby limiting classroom disruptions
- Keeping the restrooms clean, safe, and sanitary
- Remembering the bathrooms across from rooms 43 and 44 are for 6th graders only

Skateboards, Scooters and Bicycles

Skateboards and scooters are not permitted on buses at any time.

A locked bicycle/scooter/skateboard area is available for student use. It is mandatory that bikes/scooters/ skateboards be kept on the inside of this gated area. All riders must bring a lock for their bike, scooter or skateboard. The gated area is open in the morning and immediately after school. The school does not accept any responsibility for bicycles/scooters/ skateboards that are lost, broken, or stolen. Wearing a helmet is the law and it must be worn to and from school. Students without a helmet will have their bikes/scooters/skateboards taken away and kept secured safely until a helmet is brought to school or a parent retrieves it. Repeat offenders will be referred to a resource officer from the Ventura Police Department.

At school:

- No riding through campus
- Bikes/scooters/skateboards must be locked in the bike rack area
- Do not cross parking lots when entering or leaving campus
- Enter and exit only on Hill Road due to heavy traffic of school buses and cars

On public streets, all rules of the highway are in effect:

- Students must signal any turns or stops they intend to make
- Students must wear helmets
- Follow all traffic laws and use crosswalks appropriately when traveling to school
- Be aware of potential danger at all times
- Assume that no one can see you – ride defensively

Soliciting at School

Only authorized groups and clubs of Balboa Middle School have the authority to sell anything on campus. These sales must be approved by the ASB and the administration.

RULES AND REGULATIONS

Alcohol/Chemical/Tobacco/E-Cigarettes/Vape Pens and Other Drug Use

Alcohol, tobacco and other drug use, possession, or attempt to transfer of such, is prohibited by California State law and Ventura Unified District Board Policy. School board policies 3513.3, 5131.6 and 5131.62 prohibit possession, use, and/or the selling of alcohol, tobacco and other drugs by students, staff, or visitors on or around school campus, at school sponsored events, or while under the supervision of district employees. School board policy 5131.63 prohibits the use of anabolic steroids or any other performance-enhancing substance. Discipline relating to such things will be imposed independently of court action.

Possession, use or sale of any controlled substance, or any "look-alike" substance, or possession of paraphernalia being portrayed as a controlled substance, will result in suspension from school and notification of police. Expulsion from school will be recommended. (HCS #11680)

E-cigarettes, vaping devices and all related paraphernalia are strictly forbidden.

Alcohol/Tobacco/Drug Use (continued)

One or more of the following actions will be taken depending on the student's age, severity and frequency of an incident/offense:

- Conference with student/administrator/parent or guardian
- Referral to available and applicable school intervention educational support program
- Referral to available and applicable community intervention resources
- Citation by School Resource Officer
- Alternate placement
- Suspension (formal or informal)
- Expulsion

Bus Conduct

Bus drivers are directly in charge of students riding the bus. Failure to follow the rules may result in loss of bus riding privileges and other disciplinary actions. Riding the bus is a privilege. The law requires that students obey the bus driver and obey the following regulations set forth by the Department of Transportation:

- Remain seated, facing the front
- Keep head and arms inside bus
- No unnecessary noise or commotion
- No tampering with equipment
- No trash
- No throwing anything
- No crossing the street to the rear of the bus
- Only cross in front of buses when escorted
- No loud, obscene, rude or profane language or gestures
- Must have student ID card with sticker
- Students must only ride the bus to which they are assigned

Balboa school administrators cannot change, overrule, or alter any bus ticket given to students. All challenges must go through the Transportation office: 641-5000 ext. 1320.

California Highway Patrol, School Bus Drivers and Carrier's Handbook: HPH 82.7, Chapter 6, sections 6.1.1. And 6.1.2

6.1.1 Authority of Driver: Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway. (5 CAC 14105)

6.1.2 Denial of Transportation: Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. The school district governing board of trustees shall adopt rules and regulations to enforce this provision. (5 CAC 14105)

Dress Code Policy

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day (Ed. Code 35183.5).

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps for safety reasons. Flip flops, backless shoes, and slippers are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic, religious or gender-related prejudice.
3. Hats, caps and other head coverings shall not be worn indoors. When a cap is worn, the bill is to face forward.
4. Clothes shall conceal undergarments at all times. Pajamas, see-through fabrics, halter tops, off-the-shoulder tops, low-cut tops, bare midriff tops, skirts shorter than mid-thigh and shorts with less than two inches of in-seam and pants that are too large are not allowed.
5. Gym shorts may not be worn in classes other than physical education unless directed by a staff member.
6. Hair may not be sprayed by any coloring that would drip when wet.
7. Having visible tattoos or writing of any kind on clothes, face, arms, hands or legs.

Dress Code Policy (continued)

The administration, staff, coaches, clubs and teachers may impose specific and/or additional dress requirements to accommodate the special needs of certain sports, activities and/or classes. (cf. District Board Policy 3260 – Fees and Charges)

The administration and staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Backpacks

Backpacks must be free of inappropriate markings, just like books and binder covers. The student's name must be written on the backpack for identification purposes. Each student is responsible for his/her own backpack. Backpacks should never be left unattended anywhere on campus including classrooms. The safest place to store a backpack is in a street locker. Books and materials can be left in lockers overnight and on the weekends with relative security.

In P.E. the boys' and girls' locker facilities cannot securely accommodate the backpacks of students. Students must use the time/material organization described above to store their backpack in their street locker during their P.E. period. Classroom teachers and office staff will not watch student backpacks during P.E. periods or lunch. The safest place to store a backpack is in a street locker.

Cell Phones/Smart Watches

Balboa Middle School permits students to be in possession of cell phones/smart phones/smart watches, however, students must turn them off and put them away upon entering the campus. We encourage students to leave all phones and electronic devices at home. Balboa staff is not responsible for any lost, stolen or damaged personal property. The only time a cell phone/smart phone may be used is when it is specifically directed by a teacher for a classroom educational activity. Students may not turn on their phones until the end of the school day. In the rare situation that a student needs to use their phone, that student must do so in the office in the presence of an adult. Failure to comply with this rule will result in the phone being confiscated and taken to the office, whereupon it will be returned to the student or the student's parent or guardian depending on severity of infraction and frequency. (E.C. 48901.5, Board Policy #5131 6d) Teachers or administrators may also give additional consequences for using a phone on campus.

Students who use their phones or social media sites to harass or bully other Balboa students will face disciplinary consequences. This is the case even if the harassment occurs off campus.

Earbuds may not be used or visible while students are on campus.

Gum

Students are not permitted to bring chewing gum to school or chew gum while on campus.

Graffiti

It is unlawful to apply graffiti to any public or private property.

Graffiti shall mean any unauthorized inscription, word, figure, or design that is marked, etched, scratched, drawn or painted. (Sec. 10.250.020 City Ord. No. 93-21, § 1,6-28-93)

Indelible marker shall mean any indelible marker, felt tip marker or similar implement containing fluid which is not soluble in water and has a flat, pointed or angle writing surface of a width of four millimeters or greater. (Sec. 6801.3 City Ord. No. 92-21, § 1, 6-28-93)

Graffiti implement shall mean an aerosol container, an indelible marker, a paint stick, or a glass etching tool as defined herein. (Sec. 6801.6 City Ord. No. 93-21, § 1, 6-28-93)

Any individual who is found guilty of violating this section shall pay restitution to the property owner, lessee or operator of such property, in addition to authorized penalties. If the violator is a minor, the parent or legal guardian shall be responsible for payment of such restitution as to the discretion of the court. (Sec. 6802 City Ord. No. 93-21, § 1, 6-28-93)

Odors

Intentional disruption of school activities through the use of stink bombs, body spray, or other offensive or intense odors is prohibited.

BEHAVIOR REFLECTION AND DISCIPLINE PROCEDURES

Restorative Justice

It is the practice of Balboa Middle School to use Restorative Justice as an integral component when handling discipline issues. Restorative Justice is a process that seeks to address and remedy the concerns of the target of harm and create empathy, and greater understanding among the parties involved. By using the restorative process, Balboa staff members hope to further greater understanding among students, assist students in developing strategies or plans so that the harm will not happen again, and allow students to move forward with the feeling that situations have been dealt with in a fair manner. Students who participate in Restorative Justice may still receive additional consequences for their behavior; however, staff members may waive traditional means of discipline in favor of completing the restorative process.

Non-Discrimination/Harassment/Bullying

District programs and activities shall be free from discrimination, harassment, intimidation and bullying, with respect to ethnic group, religion, gender, actual or perceived sexual orientation, color, race, national origin and physical or mental disability. The district shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. If students feel they are being discriminated against, harassed, intimidated or bullied they should immediately contact the assistant principal or the principal at Balboa. Students who violate Ventura Unified School District's policies on bullying may be subject to discipline, including suspension and/or expulsion.

Sexual Harassment

These behaviors include, but are not limited to unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when: (Ed. Code 231.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made as term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Ventura Unified School Districts policies are communicated through the Annual Notice, postings in the administration building, the Comprehensive School Safety Plan, during student orientation, and the faculty handbook.

Complaint Process - If students feel they are a victim of harassment at school or a school related activity, they should immediately report the harassment to an assistant principal or the principal at your school. Harassment complaints may also be made to the District's Non-Discrimination and Title IX Coordinator, Anthony Ramos, General Counsel, VUSD, 255 W. Stanley Ave., Ventura, CA. 93001, (805) 641-5000. If students report harassment they will be protected from retaliation. Investigation of Complaints at School shall be promptly investigated by the principal or designee.

Disciplinary Measures - A student who engages in sexual harassment of anyone at school or at a school related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account. (Board Policy 5145.7 & E.C. 48980)

The Statement/Incident/Investigation Reporting form is available at the Balboa office and online at the VUSD website. It may be used by anyone in the school community to report serious concerns. Please return completed forms to the Balboa office. Students may also report any concern or incident by completing Balboa's Anonymous Reporting form online at Balboa's website (<http://www.venturausd.org/balboa>).

Class Referral

A student who disrupts a class or breaks school or classroom rules will receive a referral and be sent to the office to see his or her counselor or an administrator for guidance and/or an appropriate consequence. This is called a Conduct Referral.

Detention

Students who are assigned detention for violation of school rules may be held after school the same day that the offense occurs. State law permits the school to detain student for up to one hour daily. (CA Code of Regulations Title 5-353) We always attempt to notify parents and give 24 hour written notice.

Suspensions

A suspension is issued in compliance with the Ed. Code of the State of California (Section 48900) whenever it becomes necessary to discipline the student. The state law limits the total number of days that a student may be suspended from school. The student is entitled to an informal pre-suspension conference except in emergency situations. In emergency situations, the student shall have the right to a conference within two school days. The student has the right to request a hearing to appeal the suspension. For information on appeal procedures, contact the school. During the period of suspension, the student must not be on or near the school campus and must remain home unless under the direct supervision of the parent or guardian. A student may be suspended if he/she has:

Reason for Suspension (Education Code §48900)

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
 - a) (2) Willfully used force or violence upon the person of another, except in self-defense.
 - b) Possessed, sold, or furnished any firearm, knife, dangerous object, or explosive.
 - c) Possessed, used, sold, furnished, or under the influence of any controlled substance, alcohol or intoxicant of any kind.
 - d) Offered, arranged, or negotiated to sell any controlled substance, alcohol, intoxicant, or representation of items thereof.
 - e) Committed or attempted to commit robbery or extortion.
 - f) Caused or attempted to cause damage to school or private property.
 - g) Stole or attempted to steal school or private property.
 - h) Possessed or used tobacco, or tobacco products.
 - i) Committed an obscene act or engaged in habitually profanity or vulgarity.
 - j) Offered, possessed, arranged, or negotiated to sell any drug paraphernalia.
 - k) Disrupted school activities or willfully defied valid authority.
 - l) Knowingly received stolen school property or private property.
 - m) Possessed an imitation firearm.
 - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
 - o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
 - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
 - r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed toward a pupil.
 - t) Aided or abetted the infliction or attempted infliction of physical injury.
- (E.C. 48900.7) Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4-12:

- (E.C. 48900.2) Committed sexual harassment as defined in section 212.5 of the California Education Code.
(E.C. 48900.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
(E.C. 48900.4) Engaged in harassment, threats, or intimidation against school district personnel or pupils.

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| (A) Causing serious physical injury to another person, except in self-defense | (c)(1) Possessing, selling or otherwise furnishing a firearm |
| (B) Possession of any knife, or other dangerous object of no reasonable use to pupil | (c)(2) Brandishing a knife at another person |
| (C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana). | (c)(3) Unlawfully selling a controlled substance |
| (D) Robbery or extortion | (c)(4) Committing or attempting to commit a sexual assault |
| (E) Assault or battery upon any school employee. | (c)(5) Possession of an explosive |

Weapons: Grounds for Suspension and/or Expulsion

Ed. Code 48900 (b) – A student may be suspended and/or expelled for possession, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object.

Ed. Code 48900 (m) – A student may be suspended and/or expelled for possession of an imitation firearm. An 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.

Ed. Code 48900 (s) – A student may be suspended or expelled if the violation occurs at any of the following times:

- While on school grounds
- While going to or coming from school
- During lunch period whether on or off campus
- During, or while going to or coming from, a school sponsored activity

Any information or evidence gained by way of school investigation shall be considered as potential evidence for subsequent police investigation and/or court action. In all cases, school officials shall cooperate to the fullest with all law enforcement agencies.

We appreciate your cooperation and support throughout the year. We look forward to having you as part of our school community. Together we look forward to making 2018-2019 a great year for your student at Balboa!



