



Student Handbook

2019 – 2020



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BALBOA
Middle School



Dear Balboa Middle School Families,

Welcome to the 2019/2020 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 having you as part of our school community. Together we will make 2019-2020 a great year for your student at Balboa!

Sincerely,

Mr. Covarrubias
Principal

BALBOA ADMINISTRATIVE STAFF

PRINCIPAL

Mr. Carlos Covarrubias

ASSISTANT PRINCIPALS

Mr. Tomas Gaeta
Ms. Christine Lobitz

COUNSELORS

Ms. Eliana Rodriguez (A-F)
Ms. Tawnya Ferdolage (G-N)
Ms. Gretchen Bradvica (O-Z)

ACTIVITIES DIRECTOR

Mr. Jose Duenas

OFFICE STAFF

Psychologist	Ms. Terri Alkire
Library/Teacher of Research	Mr. Mike Cromie
Media Clerk.....	Ms. Lauri Matthews
Office Manager	Mrs. Sue Hornbeck
School Support Secretary	Ms. Angela Wedel
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

Balboa Website: <http://www.venturausd.org/balboa>

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 diversity of all students, inspire all students to achieve their personal best and encourage students to develop healthy lifestyles.

OUR SCHOOL PLEDGE



BALBOA CALENDAR

2019-2020



First Semester (August 21 - January 24)

August 14	Wednesday	New Student Orientation
August 21	Wednesday	First Day of Instruction
August 21	Wednesday	Yearbook Sale Begins
August 27	Tuesday	Step It Up! ASB Fundraiser Assemblies
August 28	Wednesday	Yearbook/Picture Day
August 30	Friday	WEB Welcome 6 th Grade Dance
September 2	Monday	* No School – Labor Day
September 4	Wednesday	PTO Meeting
September 5	Thursday	Back-To-School Night
September 13	Friday	Begin Friday Minimum Days (1 :30 pm Dismissal)
September 19	Thursday	ELAC Meeting
September 20	Friday	Back to School Dance
September 25	Wednesday	PTO Food Fundraiser Night
September 30	Monday	* No School – Non-Student Contact Day
October 1	Tuesday	* No School – Certificated Teacher In-Service Day
October 2	Wednesday	Picture Make-Up Day
October 2	Wednesday	PTO Meeting
October 11	Friday	PTO Skating Plus Night
October 12	Saturday	Balboa Music Pancake Breakfast
October 12	Saturday	Attendance Academy
October 15	Tuesday	PTO Food Fundraiser Night
October 25	Friday	End of First Quarter
October 28-Nov. 1	Mon. - Fri.	* Fall Break
November 6	Wednesday	PTO Meeting
November 9	Saturday	Q1 Report Cards Viewable on Parent Connect
November 11	Monday	* No School – Veterans Day Holiday
November 12	Tuesday	Q1 Report Cards Mailed
November 12-18	Tues. - Mon.	Parent Conferences (Minimum Days – 1:30 pm Dismissal)
November 21	Thursday	ELAC Meeting
November 23	Saturday	Attendance Academy
November 27	Wednesday	* No School – Non-Student Contact Day
November 28-29	Thurs. - Fri.	* No School – Thanksgiving Day/Board Holiday
December 3	Tuesday	Q1 Awards Assemblies
December 4	Wednesday	PTO Meeting
December 14	Saturday	Attendance Academy
December 19	Thursday	ELAC Meeting
December 23-Jan. 3	Mon. - Fri.	* No School – Winter Break
January 8	Wednesday	PTO Meeting
January 9	Thursday	PTO Food Fundraiser Night
January 17-31	Fri. - Fri.	School of Choice Window
January 17	Friday	PTO Skating Plus Night
January 20	Monday	* No School – Martin Luther King, Jr. Day Observed
January 23	Thursday	Balboa Spelling Bee
January 24	Friday	End of Second Quarter

BALBOA CALENDAR

2019-2020

Second Semester (January 27 – June 11)

January 27	Monday	* No School – Teacher In-Service Day
January 29	Wednesday	Balboa Showcase Evening
February 1	Saturday	Q2 Report Cards Viewable on Parent Connect
February 3	Monday	Q2 Report Cards Mailed
February 5	Wednesday	PTO Meeting
February 12	Wednesday	PTO Food Fundraiser Night
February 14	Friday	* No School – Lincoln's Birthday Observed
February 17	Monday	* No School – Presidents Day Holiday
February 22	Saturday	Attendance Academy
February 26	Wednesday	Q2 Awards Assemblies
February 27	Thursday	ELAC Meeting
March 4	Wednesday	PTO Meeting
March 6	Friday	Battle of the Books Event
March 11	Wednesday	Spring Picture Day
March 13	Friday	PTO Skating Plus Night
March 21	Saturday	Attendance Academy
March 26	Thursday	ELAC Meeting
April 1	Wednesday	PTO Meeting
April 3	Friday	End of Third Quarter
April 6-10	Mon. - Fri.	* No School – Spring Break
April 18	Saturday	Q3 Report Cards viewable on Parent Connect
April 18	Saturday	Attendance Academy
April 20	Monday	Q3 Report Cards Mailed
April 20 – June 5	Mon. - Fri.	Testing Window
April 23	Thursday	PTO Food Fundraiser Night
May 6	Wednesday	PTO Meeting
May 14	Thursday	ELAC Meeting
May 16	Saturday	Attendance Academy
May 20	Wednesday	Q3 Awards Assemblies
May 25	Monday	* Memorial Day – Holiday
May 29	Friday	8 th Grade Dance
June 3	Wednesday	PTO Meeting
June 8	Monday	8 th Grade Beach Day
June 10	Wednesday	8 th Grade Celebration (Minimum Day - 1:30 pm)
June 10	Wednesday	Minimum Day: 1:30 pm
June 11	Thursday	Last Day of Instruction (Minimum Day - 1:30 pm)
June 19	Friday	Q4 Report Cards viewable on Parent Connect
June 22	Monday	Q4 Report Cards Mailed



DAILY BEGINNING AND ENDING TIMES FOR SCHOOL

Students arriving to school between 7:30am and 8:30am must report to the cafeteria, unless prior arrangements have been made with a teacher. Unless attending a supervised activity, students are not allowed on campus after 3:15pm.

Regular Schedule

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

Friday/Conference (Minimum Day) Schedule

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

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 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 Counseling tab. 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 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 every school day to assist with urgent issues that cannot wait for an appointment.

This year’s counseling team: Student’s Last Name

- Ms. Eliana Rodriguez.....A – F
- Ms. Tawnya Ferdolage.....G – N
- Ms. Gretchen BradvicaO – 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 trancies. These letters are a courtesy to parents and guardians to make them aware of attendance issues. If a student has multiple uncleared absences or trancies, 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 7:30 a.m. 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, unless picked up by a parent/guardian. 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.

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 with valid identification 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

In order to ensure a safe and positive lunch environment, students are expected to:

1. Keep eating areas clean and litter free
2. Dispose of food in correctly marked containers
3. Place plastic bottles and cans in recycling containers
4. Keep all conversation polite, not loud or disruptive, and free from inappropriate or disrespectful language
5. Maintain their correct spot in line with no cutting
6. Walk to the lines; no running
7. Return items used by all to the appropriate cart
8. Keep glass containers off campus
9. Keep backpacks away from the serving area
10. Eat in the designated areas: Cafeteria, Snack Bar area, Great Court, grass next to playing fields

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 as well as keep track of your account balance through Q Parent Connect.

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. The health technician 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 technician 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 report immediately to the health office before he or she calls parents/guardians to leave campus.

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 and Varicella 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 the health technician 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.

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 health technician 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.

Wheelchairs, 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 a.m. - 4:00 p.m. Monday – Thursday, and 8:30 a.m. - 2:00 p.m. 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

All phone messages for students must be left directly with office personnel who will verify caller identity. 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.

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 25, 2019
1 st Semester	January 24, 2020
3 rd Quarter	April 3, 2020
2 nd Semester	June 11, 2020

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.

Student Work

Students will receive an agenda for their use. Students should write down homework assignments for each class for the week in his/her student agenda. If homework is not assigned 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. 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. No late work will be accepted two weeks prior to the end of each academic quarter.

REQUIREMENTS FOR PARTICIPATION IN 8TH GRADE ACTIVITIES

Requirements for Participation in 8th grade Promotion

1. Achieve a minimum 2.0 cumulative 8th grade GPA
2. No suspensions during the second semester

Requirements for Participation in 8th grade Dance and Beach Day

- a. Achieve a "D" grade or higher in all classes by the qualifying date for that activity
- b. No suspensions during the academic fourth quarter
- c. No "Unsatisfactory" citizenship remarks by the qualifying date for that activity
- d. Daily attendance in M.A.P.

M.A.P. – Making Academic Progress

Balboa's accountability system for eighth grade students is called M.A.P. Those students who do not meet the requirements stated above will be notified of their eligibility to participate in the M.A.P. program's Study Hall. This will give students the opportunity to improve their grades.

Eighth grade students who have not met the above stated requirements will not be allowed to participate in the 8th Grade Dance, Beach Day or Promotion. 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.

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.

Sweatshirts, sweatpants and yoga pants are also on option. Ideally, these would be grey, white, black or red and 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 IS TO BE WORN 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. The student will dress and remain with his/her class and either observe activities or help officiate at the discretion of the teacher. 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 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
- Unauthorized notes
- 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 when the dance ends. The dress code applies at all dances.

Good Neighbor Policy

Students are to be respectful of public or private property. 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 to use the sidewalks and should not loiter on their way to or from school.

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 of the 2019-2020 school year 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 privileges at the end of Quarters 1-3 if they have earned various levels of academic success: 3.5-4.0 grade average (Honor Roll Passport), 3.0-3.49 grade average (Distinguished Passport), or have improved their grade point average by 0.5+ from Q1-Q2 and Q2-Q3 (Excelling Passport).

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, students and parents must read and complete the Ventura Unified School District's "Acceptable Use Policy".

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 use of lockers is a privilege granted to students and is not a right. Inspection of lockers may be conducted by school administrators at any time.

- It is important that students do not give their locker combinations to other students.
- All 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.
- Students are to report any locker problems or concerns to the office.
- All locker damages are to be paid for by the student/parent.
- Stickers and writing of any kind on lockers is not allowed.
- Balboa Middle School and the Ventura Unified School District cannot accept responsibility for items that are taken from lockers.

Near the end of the school year, students will be directed to completely clean out their lockers. Custodians, staff, and administrators will inspect lockers and discard all belongings left behind. After this time, the lockers cannot be used at any time until the following school year.

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 to be returned to the library. At the end of January and June, we will donate all unclaimed items to charity.

Restrooms

Students should keep the restrooms clean, safe and sanitary by following these guidelines:

- Use restrooms for their intended purpose only
- The bathrooms across from rooms 43 and 44 are for 6th graders only
- Refrain from disturbing others who are using the facilities
- Refrain from using restrooms in groups
- Report any vandalism and restroom concerns to the office
- Place all trash in the appropriate containers
- Use restrooms during Break and Lunch to avoid loss of instructional time

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. Locks are not provided. 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.

To ensure safety and rider responsibility:

- Do not ride through campus
- Do not cross parking lots when entering or leaving campus
- 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/from school
- 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.

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
- Suspension (formal or informal)
- Alternate placement
- 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. 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).
- Shoes must be worn at all times. Sandals must have heel straps for safety reasons. Flip flops, backless shoes, and slippers are not acceptable.
- 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.
- Hats, caps and other head coverings shall not be worn indoors. When a cap is worn, the bill is to face forward.
- 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.
- Gym shorts may not be worn in classes other than physical education unless directed by a staff member.
- Hair may not be sprayed by any coloring that would drip when wet.
- Having visible tattoos or writing of any kind on clothes, face, arms, hands or legs.

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 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

The 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.

Reporting Harassment - 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.

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.

