

DIEGUEÑO MIDDLE SCHOOL

2021-2022



This planner belongs to:

Name: _____

Cell Phone # _____ Email: _____

THINGS TO REMEMBER!

Accounts - Log-in	Passwords

1st Semester Schedule

Period	Subject	Teacher	Room
0			
1			
2			
3			
4			
5			
6			

2nd Semester Schedule

Period	Subject	Teacher	Room
0			
1			
2			
3			
4			
5			
6			

How to Open a Combination Lock

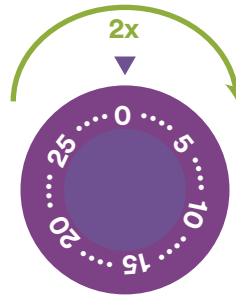
This simple “cheat sheet” can help you remember how to open your combination lock at school. Cut out this list of steps and fill it in with the numbers in your combination. Keep it somewhere handy like the inside cover of your daily planner so it’s easy to find whenever you need it.



Step 1

Turn the dial **2 full turns to the right**, so you pass “0” twice.

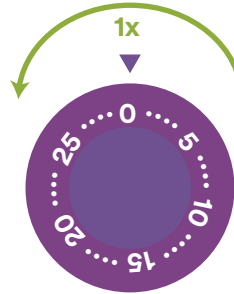
Then stop at _____. (This is the first number in your combination.)
Stop when it lines up with the triangle at the top of the lock.



Step 2

Turn the dial **1 full turn to the left** past the first number in your combination.

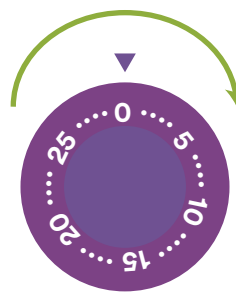
Then stop at _____. (This is the second number in your combination.)



Step 3

Turn the dial **to the right** and stop the first time _____ lines up with the triangle. (This is the last number in your combination.)

Pull down to open the lock.



If the lock doesn’t open after step 3, go back to step 1 and try again. Slow down. Take a deep breath. And remember: You can always ask a teacher for help.

Combo: _____

Serial#: _____

ADMINISTRATIVE & SUPPORT STAFF

Principal	Cara Dolnik	ext. 6683	cara.dolnik@sduhsd.net
Asst. Principal	Miriam Tullgren	ext. 6612	miriam.tullgren@sduhsd.net
Counselor	Laura Martin	ext. 6608	laura.martin@sduhsd.net
Counselor	Duncan Brown	ext. 6610	duncan.brown@sduhsd.net
Learning Commons	Robin Coy	ext. 6621	robin.coy@sduhsd.net
ASB Director	Megan Gaddi	ext. 6627	megan.gaddi@sduhsd.net
Yearbook/Journalism	Kari Smith	ext. 6687	kari.smith@sduhsd.net
Health Tech.	Christi Munson	ext. 6631	christi.munson@sduhsd.net
Principal's Asst.	Missy Nuñez	ext. 6683	missy.nunez@sduhsd.net
AP Secretary	Mallory Murphy	ext. 6690	mallory.murphy@sduhsd.net
Attendance	Veronica Meza	ext. 6605	veronica.meza@sduhsd.net
Counseling Secretary	Wendy Woodard	ext. 6604	wendy.woodard@sduhsd.net
Food Service Supervisor	Robin Carafa	ext. 6642	robin.carafa@sduhsd.net

WHERE TO GO IF YOU...

Attendance Office

- are TARDY
- were ABSENT
- don't know WHERE TO GO
- need an OFF CAMPUS PASS

Counseling Office

- have a PROBLEM AT SCHOOL
- have a PERSONAL PROBLEM
- need help with SCHEDULE PLANNING
- have a NEW ADDRESS or PHONE NUMBER
- will be CHANGING SCHOOLS

Heath Office

- are FEELING ILL. All students who are feeling ill and need to go home will be picked up at the Health Office regardless if the parents were contacted by a student or by the Health Tech.

Assistant Principal

- have a PROBLEM AT SCHOOL...harassment, bullying...etc.
 - have a PROBLEM ON THE BUS
 - have a PROBLEM WHILE WALKING to or from school
 - have a BICYCLE/SKATEBOARD PROBLEM
 - have a QUESTION ABOUT INDEPENDENT STUDY PE
-



Diegueño Middle School Student/Parent Handbook 2021-22

Mission Statement

To ensure that all students reach their potential as ethical, involved citizens and life-long learners guided by a professional, compassionate staff who provide a challenging, creative, and meaningful education.

- All students are unique and, given equal opportunity, can ultimately achieve their potential as learners and ethical adults.
- All members of the Diegueño community are essential and should be treated with mutual respect and compassion in order to provide a successful learning environment.
- Meaningful education provides the information, social and academic skills, and resources for successful, life-long learning.
- A professional staff maintains open communication, free exchange of ideas, and a willingness to meet challenges and work toward positive solutions.

Simple Cougar Golden Rule

Every Cougar's job is to make those around you feel good about their day at school.

Golden Question

What did you do today to support a fellow Cougar?

Before Speaking or Acting – Ask:

How would you feel if someone did or said that to you?

2150 Village Park Way
Encinitas, CA 92024
Telephone: (760) 944-1892
Fax: (760) 944-3717
Web Site: <http://dg.sduhsd.net>

Diegueño Middle School Cougar PRIDE Compact

Students agree to uphold the Diegueño **PRIDE** compact by...

Potential

- Participating, to the best of your ability, regularly and appropriately in class and campus activities
- Completing all class work, projects and homework in a timely manner
- Using the student planner for keeping track of homework, projects, and assignments
- Organizing and replenishing supplies and materials to the best of your ability
- Accessing Aeries regularly to view gradebook/assignments in each class

Responsibility

- Attending school regularly and arriving to class on-time
- Spending time each night studying and/or preparing for school
- Asking for help when in need of assistance
- Discussing your academic progress in school with parents/guardians and teachers
- Taking advantage of before and after school tutoring

Integrity

- Understanding and following all school and classroom rules
- Completing all assignments on your own and correcting work honestly
- Telling the truth in all situations at school and home

Decision-Making

- Pre-planning the morning and leaving home in time to arrive to school on-time
- Reporting to all classes ready to learn
- Using appropriate behavior in class
- Treating peers and staff with respect
- Completing/turning in assignments on-time

Empathy

- Treating others as you would want to be treated
- Making the effort to understand how someone may be feeling
- Celebrating others when they accomplish something or put their best effort

Parent(s)/Guardian(s) agree to support their children in upholding the Diegueño PRIDE compact by...

Potential

- Helping your child develop a routine for homework and learning at home
- Setting reasonable academic goals with your child
- Establishing accountability for completing projects and homework in a timely manner
- Accessing Aeries regularly to view gradebook/assignments in each class

Responsibility

- Reviewing and discussing academic progress routinely with your child and their teachers
- Modeling time management by getting your students to school on time each day
- Encouraging your students to take advantage of CAT time and before/after school tutoring
- Communicating with teachers, Administration, and staff in a positive and civil manner
- Supporting school rules, class rules, and the attendance/tardy policies

Integrity

- Reviewing all rules and expectations outlined in course syllabi and Student Planner with your child
- Reviewing homework and assignments for honest effort
- Supporting students in telling the truth in all situations at school and home

Decision-Making

- Emphasizing good choices
- Making sure your child attends school regularly
- Assuring that their child arrives to school on-time

Empathy

- Talking with your child about treating others with kindness and respect
- Celebrating when your child exercises sound judgement and makes good decisions
- Supporting students in putting forth their best effort

PROGRESS REPORTS/REPORT CARDS

All progress reports and semester report cards will be available on Aeries. See our website at <http://dg.sduhsd.net> for Aeries portal link and for an online calendar with grade reporting dates.

AFTER SCHOOL TUTORING

After school tutoring and homework help is offered for all students needing extra support or a productive environment to complete assignments. Check information fliers on campus or the website to see specific time and location.

SEE YOUR COUNSELOR

The counselor welcomes students before school, during lunch and after school. If the counselor is not available, you can fill out a "Request to see a Counselor" slip. The counselor will call you from class for the appointment. The counselor is very happy to help with any of the following concerns:

- Personal/Social Issues
- Course Planning
- Study Habits – Achievement
- Test/Placement Information

"I DON'T FEEL WELL"

If you do not feel well at any time during the school day, please report to the Health Office (G6) for assistance. All students who are feeling ill and need to go home will be picked up at the Health Office (G6) regardless if the parents were contacted by a student or by the Health Tech.

SDUHSD ATTENDANCE POLICY

Regular attendance and class participation are an integral part of our students' learning experience; together, they determine student success. The San Dieguito Union High School District (SDUHSD) is committed to cultivating exemplary attendance habits.

- A student is **tardy** when he/she is late to a single scheduled class period.
- A student is **absent** when he/she is not present during the entire scheduled class period.

TARDY POLICY:

We expect students to be on time and ready to learn to each class throughout the day. Tardies affect students' education and increases the chance of failure. Tardies also interrupt the classroom and interfere with the learning process.

A student is considered tardy if he/she is not in class when the bell rings. Students who arrive late to school or class should report to the Attendance Office to receive a late pass. If the tardy meets the excused absence criteria, parents should contact the attendance office to clear the tardy. Students will be subject to disciplinary consequences for excessive tardies.

ZERO PERIOD:

Enrollment in a Zero Period class is a privilege. Students are expected to arrive on time to class and be prepared to work, which means seated and prepared by the 2nd bell. Students who accrue 5 or more zero period tardies may be dropped from zero period and enrolled in a traditional 1st period class.

ABSENCE POLICY:

Daily attendance in all classes is an essential part of student education. Students are expected to attend school on a daily basis unless there is a valid excuse per SDUHSD policy and CA Ed Code. Regular, prompt attendance is the responsibility of each family. The only valid excuses per state Ed Code include: illness, medical appointments, death in the immediate family, mandated court appearances, or religious holidays. Absence for reasons other than those listed above will be classified as unexcused. We ask families to please check the Diegueño Middle school calendar and to plan family vacations during school holidays so as to minimize the absences for students throughout the school year. **Family vacations are unexcused absences.** For more information, please see the **Attendance policy on our website.**

Parent/guardian note, parent/guardian phone call, parent/guardian email or note can report absences **from a medical provider confirming the time for an appointment.**

- Parents may email dgattendance@sduhsd.net or call (760) 944-1892 ext. 6605 - 24 hours a day with reason for absence. Email or phone call should include: **legal name, date/periods of absence, and reason for absence.** **Providing the student ID number is also helpful to identify the student accurately.**
- In lieu of email or phone call, the student can also report to the Attendance Office upon returning to school the day following an absence with a note signed by the parent that includes the information above. **Notes, phone calls, or emails lacking any of the required information (name, date/periods, reason) will cause the absence to remain unverified.**
- Please note that parents/guardians have 48 hours following the absence to verify and clear absences. After 48 hours, any *unverified* absences will automatically be considered truant. In exceptional circumstances and only with administrative approval, absences verified after 48 hours may be cleared, but no changes can be made to student attendance after district/state reports have been submitted.

A school official can only clear school-sponsored field trips, athletic events, or other school business absences. Parents/guardians are unable to clear these absences, but students should follow up with the appropriate school staff member if they find out their absence has not been cleared after 48 hours.

If students are marked absent or tardy in error, they should contact the teacher who will then work with the Attendance Office to correct the error. Parents/guardians/students will have 48 hours to correct the error from the time they learn of the error.

SART or SARB Contract: Students may be placed on a Student Attendance Contract if they have excessive absences. Students who have an active SART or SARB contract must provide documentation such as a physician medical verification, etc. to clear any absences or tardies.

PLEASE NOTE: Allow up to 3 school days for absences verified by parent/guardian note, phone call, or email, Off-Campus Permit, or school official to be reflected in Aeries records. If verification of your attendance is not correctly reflected in Aeries, please contact the Attendance Office.

OFF-CAMPUS PASSES

If you need to leave school for a doctor's appointment, etc., your parent/guardian must contact or come into the attendance office to make arrangements for your pass. All students **MUST** be picked up and signed out through the attendance office.

MAKE-UP WORK POLICY

Unexcused Absences: At the sole discretion of the classroom teacher, students may be allowed to make up quizzes, tests, and/or other school work for days' students have *unverified* or *unexcused* absences or tardies in their classes. **If a student needs to make up work, upon return to the classroom, it is the student's responsibility to make arrangements with the teacher as to the appropriate time to make up the work.** The teacher shall determine a reasonable time frame to complete the work. **Parents/guardians need to contact the Attendance Office if an absence or tardy is not cleared after 3 school days from the date parent verification was sent and is prohibiting a student from receiving credit for an assignment.**

Excused Absences: A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion within a reasonable period of time as determined by the classroom teacher, shall be given full credit. The teacher of any classroom from which a pupil is absent shall determine the tests and assignments reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

PARENT CALLS & MESSAGES

We request parent cooperation in limiting classroom interruptions. Lunches, supplies, forgotten books and assignments, or parent messages should be left in the main office where students can pick them up. Items will be delivered at the end of the period so as to minimize class disruptions. Every time a classroom door is opened, concentration and instruction are interrupted.

VISITORS ON CAMPUS

The campus is CLOSED to all student visitors from other schools. If a parent/guardian would like to visit with a staff member, please email or call the staff member you want to visit and make an appointment. We appreciate your help to ensure the safety of all students. **ALL CAMPUS VISITORS ARE REQUIRED TO COME TO THE FRONT OFFICE WITH A VALID DRIVER'S LICENSE TO BE SCANNED THROUGH OUR DISTRICT-WIDE RAPTOR SYSTEM AND THEN WILL BE PROVIDED A VISITOR BADGE THAT MUST BE WORN ON CAMPUS.**

LUNCH INFORMATION

A variety of lunch items are available for purchase from our food service area or you may bring lunch from home. Free and reduced lunch programs are available based upon family income and need. Visit the Nutrition Service's website through our website for more details.

YEARBOOK

Diegueño Middle offers an award winning yearbook to document the memories of each school year. Please refer to the school website for additional information and on-line ordering.

LEARNING COMMONS

The mission of the Learning Commons is to ensure that students and staff are effective users of ideas and information. There are books for students to check out, computers for students to use, and a safe space for students to hang out with their peers before school, at lunch, and after school. Please be respectful of the space as we consider it our "Den" where we treat each member of our Cougar family with respect and kindness.

TEXTBOOKS

Textbooks are issued to students at the beginning of the school year and students are responsible for them until they are returned at the end of the year.

- Books are to be used only by the students to whom they are assigned.
- Books should be properly cared for.
- Students must pay for books that are lost, stolen or damaged.

ID CARDS

Your student ID card will be issued within a few weeks of picture day. You must have your ID to participate in any and all school activities. Students must carry ID cards at all times when on campus or attending a school function.

SCHOOL ACTIVITIES

Scheduled after-school activities offer students an opportunity to meet friends and socialize in a relaxed, well-supervised atmosphere. **Only Diegueño students may attend.** Dates and timeframes will be announced as they are planned. Once students have checked into the activity, they will be expected to stay until the conclusion. They will not be permitted to come and go. ***Leaving campus from an activity is strictly prohibited unless accompanied by a parent/guardian.***

SPORTS

Boy's and Girl's Club provides athletic team opportunities for all middle schools in the San Dieguito Union High School District. Listen to the announcements about try-out dates throughout the year for flag football, basketball, volleyball, wrestling, field hockey, cross-country, golf and track and field. There are numerous opportunities for students to represent Diegueño on sport teams run by the San Dieguito Boys and Girls Club.

Please contact Emily Froelich at (858) 436-7506 or efroelich@bgcsandieguito.org. Go to <http://bgcsandieguitoathletics.org/big8/#> for more information.

Boy's and Girl's Club also provides after school activities for students at their Griset branch facilities off of Encinitas Blvd. A van is provided to transport students to the club after school. For more information, please go to <http://bgcsandieguito.org/clubs/griset-branch/>.

CONDUCT

(SDUHSD Board Policy 5131)

The SDUHSD Board of Trustees believes that all students have the right to be educated in a positive learning environment free from disruptions. To maintain such an environment, students, parents/guardians, staff and the Board all must understand and fulfill their responsibilities related to student conduct.

STUDENT RESPONSIBILITIES

The Board believes that it is important for students to understand that they have a choice to make regarding their actions and that appropriate conduct benefits both themselves and others. Students are encouraged to freely express their individuality as long as this expression does not infringe upon the rights of others or interfere with the instructional program.

Behavior is considered appropriate when students are diligent in study, neat and clean, careful with school property, respectful towards their teachers, and courteous to other students, staff and volunteers. Students are expected to be punctual and regular in attendance and to remain on school premises in accordance with school rules. They are further expected to refrain from profane, vulgar or abusive language.

Students shall receive regular instruction in district and school rules and regulations related to conduct. Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of the privilege of participation in extracurricular or co-curricular activities in accordance with Board policy and administrative regulation. The Principal or designee shall notify local law enforcement as appropriate.

PARENT/GUARDIAN RESPONSIBILITIES

Parents/guardians are expected to comply with laws governing the conduct and education of their student's and to cooperate with school authorities regarding their student's behavior. We appreciate having a cooperative relationship with our parent community to benefit a well-rounded education for our students.

Parents/guardians are liable for any defacement, injury or loss of property belonging to the district or to a school employee. The district will not be responsible for damage caused by any student to any item of personal property which another student brings to school.

DISTRICT & SCHOOL RESPONSIBILITIES

The school principal and assistant principal shall establish and enforce school rules that conform with district procedures and that foster safety and good citizenship. He/she shall ensure that students are informed of these rules when they enroll and at the beginning of each school year. Teachers shall establish and enforce classroom rules that facilitate safety and effective learning. They shall cooperate with other certificated staff in enforcing general school rules and helping students to understand the benefits of choosing behaviors that show respect for other people and property.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others. *This includes such conduct as threats/intimidation, fighting, possession or use of weapons or explosive devices, theft, breaking and entering, sexual harassment, hate violence, defiance of authority, or disruptive behavior.*
 2. Conduct that disrupts the orderly classroom or school environment
 3. Discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, association with a person or group with one or more of these actual or perceived characteristics, or any other characteristic that is contained in the definition of hate crimes.
 4. Harassment or bullying of students or staff, including, but not limited to, cyberbullying, intimidation, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption, in accordance with the section entitled "Bullying/Cyberbullying" below.
 5. Damage to or theft of property belonging to students, staff, or the district
 6. Possession or use of a laser pointer, unless used for a valid instructional or other school-related purpose, including employment (Penal Code 417.27).
 7. Use of profane, vulgar, or abusive language
 8. Plagiarism or dishonesty on school work or tests – *see ACADEMIC HONESTY section.*
 9. Inappropriate attire – *see DRESS CODE section.*
 10. Tardiness or unexcused absence from school – *see ATTENDANCE POLICY section.*
 11. Failure to remain on school premises in accordance with school rules
 12. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs
-

ACADEMIC HONESTY

Honest behavior is an expectation for all students in the San Dieguito Union High School District. The purpose of this policy is to create and maintain an ethical academic atmosphere. "Academic honesty" means that all academic work is the legitimate, truthful work of the student. Students submit tests, essays, projects, assignments, and homework that are free from fraud or deception. When taking tests or submitting assignments/homework, students should rely on their own knowledge and preparation, unless otherwise instructed by the teacher. Students credit sources used when the wording, ideas, facts, statistics, or opinions of other persons or books are utilized. Honest, ethical behavior is an essential component in the learning process.

Any alleged violation of this policy will be investigated thoroughly and appropriate disciplinary measures will be taken which may include, but are not limited to: referral to administration, loss of all credit for assignment or test, progressive discipline consequences as appropriate. Visit the website below for district guidelines on academic honesty: http://www.sduhsd.net/assets/pdfs/board_policies/series5000/5131.9_ar-1.pdf

PUBLIC DISPLAY OF AFFECTION

Inappropriate displays of affection are not allowed at school or during any school-related activity.

Inappropriate displays of affection include, but may not be limited to:

- Intimate embrace
- Intimate touching
- Kissing

ENVIRONMENT

A clean, healthy and attractive campus is a shared responsibility by staff and students. The following are unacceptable and will result in progressive discipline:

- **Litter**—careless and intentional
- **Vandalism**—defacing of or damage to school or private property, including
 - Tagging
 - Graffiti
 - Tree or shrub damage
- **Spitting**

OTHER CAMPUS RULES

BIKES/E-BIKES/SKATEBOARDS: All students who ride bikes, E-Bikes or skateboards (or are in possession of a skateboard at school) must have and wear a helmet. Bikes/EBikes must be stored in the bike compound located in the front of the school. Students must provide their own lock. Skateboards must be stored up in the skateboard rack in front of the administration office.

Bikes, EBikes, and skateboards **MUST** be walked on/off campus to designated areas – riding is prohibited on campus at all times.

The San Dieguito Union High School District(SDUHSD) is not responsible for bikes, EBikes and skateboards that are not locked in designated areas.

GUM - Gum is not permitted on campus or buses at any time. Progressive discipline will be assigned if students violate this rule.

SELLING - Students may not sell anything to others while at school or on buses. Selling things at school, including candy, is in violation of state law.

DIEGUEÑO MIDDLE SCHOOL DRESS CODE



School clothing should be neat, clean and appropriate for school activities. Students are expected to exercise good judgment and good taste regarding their dress and grooming so as not to disrupt the educational environment.

Administration reserves the right to alter or modify this dress code as styles change or clothing becomes a safety issue.

Students will be adequately notified of any changes, additions or modifications to the present dress code.

Students in violation of the dress code will be subject to disciplinary action, parent contact and/or borrowing clothing from the office. Progressive discipline will be administered for subsequent violations.

Clothing and accessories (including backpacks) are unacceptable and not allowed on campus that:

- advertise and/or promote drugs, alcohol, and/or tobacco products;
- display foul or sexually suggestive language or symbols and/or weapons;
- discriminate against race or sexual identity;
- advertise and/or promote gang affiliation.

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.);
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear

As detailed in the policy, students may not wear attire that intentionally shows private parts, presents a health or safety hazard, and/or would contribute to a hostile or intimidating school environment.

- Footwear must be worn at all times while on campus.
- Hats, caps, beanies, gloves and/or hoods must be removed immediately upon entering any buildings or classrooms.
- Wallet chains and bandanas are NOT allowed (worn or carried).
- Student appearance, including makeup, hair, piercings, or jewelry, may not cause distractions or safety concerns in any way to the student or to the school environment.

**CONSEQUENCES FOR VIOLATING
CODE OF CONDUCT**

Diegueño Middle School staff strive to create a positive learning environment that helps to prepare students to become global citizens who are engaged, inspired and prepared. The consequences for violating school rules and policies are used to help students understand their potential, become more responsible, develop life-long integrity, enhance their decision-making skills, and create empathy for others. Consequences follow a progressive discipline model which means students may receive varying actions for behavior depending on their discipline history. Consequences for behavior may include, but are not limited to, any of the following:

- Parent contact
- Referral to administrator
- Student conference with teacher and/or administrator
- Parent, teacher and/or administrator conference
- Detention or Campus Beautification assignment
- Restorative conference with peers, teacher, administrators and/or counselors
- Written assignment such as apology letter
- Friday Night School
- Saturday School assignment
- Referral to counselor or student support specialist
- Removal from classroom environment
- Restitution for damaged property
- Class suspension or in-school suspension
- Out of school suspension for 1-5 days
- Behavior Contract
- In-voluntary transfer to alternate school
- Notification to law enforcement as appropriate
- Expulsion
- Other means of correction as deemed appropriate by administrator

Suspension and Expulsion - *During a period of suspension, it is at the discretion of each individual teacher whether credit for assignments will be given;* however, students are always encouraged to complete all required coursework. If a student has been recommended for expulsion, a formal hearing will be conducted in accordance with the Education Code and district policy. Students and parents will be notified in writing and given additional instructions regarding their due process rights. The final decision on expulsion will be made by the San Dieguito Union High School District Governing Board of Trustees.

Mandatory Expulsion - Education Code Section 48915 was amended to require principals and superintendents to immediately suspend and recommend expulsion for any of the following offenses:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another student.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

Due Process - Compulsory school attendance is a right that can be abrogated only through due process to include a conference to be informed of the charges and an opportunity to deny the charges and present evidence. (5114/AR-1)

Appeal - The pupil, parent, or guardian has the right to appeal to the superintendent any decision to suspend, and the right to appeal to the County Board of Education any decision to expel. (5114/AR-1)

Diegueno Middle School Responsible Use Policy

Technology and Network Access

The San Dieguito Union High School District provides students with access to computer equipment, software, and network services. These tools support learning, collaboration, and educational research related to the district curriculum. All technology and network usage must be consistent with these purposes, the Acceptable Use Policy, and all provisions of law governing the actions of the user.

Responsible Use

Students are expected to use any district technology equipment, software, and network services only for assignments/projects that are assigned by their classroom teachers. The following are some guidelines concerning the use of any district technology and network services.

Students MAY (with teacher/staff supervision):

1. Use district-provided student software to create projects to fulfill classroom assignments.
2. Use the Internet to access or search for information to fulfill classroom assignments.
3. Practice netiquette and online safety measures.
4. Save class assignments on a disk, flash drive or student account.
5. Access their email account to send work home to their printers.
6. Delete **their own** files.
7. Play Games approved by the school, and linked to the school's Web pages.

Students MAY NOT:

1. Use district technology equipment, software, and network services without teacher/staff supervision.
2. Access inappropriate material or share information about inappropriate material with other students.
3. Access personal email accounts, profile sites (snapchat, Instagram, Facebook, etc.), chat rooms, forums, web cams and/or web sites that are not related to school assignments.
4. Send or receive material that may be hurtful to another person or detrimental to the operation of a computer, software, or network.
5. Send or post personal information about themselves or others.
6. Tamper with, assemble, disassemble, connect or disconnect technology or network equipment.
7. Install, download, copy, or delete any software (from disk, files or online).
8. Create or change computer configurations, including the desktop.
9. Attempt to access, modify, copy or delete files created by another user.
10. Attempt to access or use anyone else's accounts or passwords.
11. Share a network account or password with another person or leave an open file unattended or unsupervised.
12. Walk away from a computer with an active login.
13. Plagiarize or break copyright laws (unauthorized copying of software/documents, taking and passing off the ideas or words of another as one's own, using someone else's words/work without crediting the source, etc.).
14. Use district technology or network services for personal use, entertainment, political or commercial purposes.
15. Deliberately waste computer resources, including paper for printing.
16. Install, copy, or knowingly infect a computer with a virus.
17. Install any hardware in any computer. Attach any hardware on or to any computer.

Consequences of Irresponsible Use

Consequences for individuals violating the Responsible Use Policy vary depending on the nature and seriousness of the violation. Consequences might include conference, loss of computer/technology access, detention, suspension and/or Expulsion.

STUDENT TECHNOLOGY PLAN

SDUHSD Board policy states:

Students may possess or use on school campus personal electronic signaling devices including, but not limited to, cell phones, digital media players, personal digital assistants (PDAs), portable game consoles, cameras, digital scanners, and laptop computers, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If the school employee finds it necessary to confiscate the device, he/she shall return it at the end of the class period or school day, or give the device to an administrator's office to communicate with the parent regarding cell phone violation.

In an effort to provide technological access and educational resources to every student, Diegueno Middle School permits personally-owned technology (cell phones, notebooks, handheld devices, etc.) on school property for **academic purposes only**. All students **MUST** adhere to the Acceptable Use Policy (AUP) (signed at the beginning of the school year). Failure to abide by the AUP and/or misuse of electronic devices may result in confiscation (returned only to a parent) and/or progressive disciplinary action which may include suspension or loss of this privilege. **As technology is constantly changing, the Administration reserves the right to alter or modify the Student Technology Plan. Students and parents will be adequately notified of any occurrence.**

Personal Property: Students are responsible for their possessions at all times. In addition, students should label all electronic items. The San Dieguito Union High School District (SDUHSD) assumes **NO RESPONSIBILITY** for lost or stolen electronic devices.

Cell Phones/Personal hand-held devices: Unless otherwise directed by a staff member (for a lesson), cell phones/personal hand-held devices should be turned off and out of sight during class/instructional time. Cell phones/personal hand-held devices may be used before school, after school, and during lunch. Cell phone/ personal hand-held device usage in a classroom is strictly guided by each teacher in their respective class for instructional use only. Unauthorized cell phone/personal hand-held device photos or video is prohibited at school and subject to progressive disciplinary action. Students are accountable for the content and usage of their cell phone/personal handheld devices (including all documents, images, videos, etc.). Confiscation of cell phones/personal hand-held devices for rule infractions includes all accessories in and around the phone. If your cell phone or any other hand held device is confiscated, a parent must come to the office and sign for it.

BULLYING/CYBERBULLYING and HARASSMENT

We strive to prevent bullying and harassment by establishing a positive, collaborative school climate and clear rules for student conduct. Discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, association with a person or group with one or more of these actual or perceived characteristics, or any other characteristic that is contained in the definition of hate crimes is prohibited. This policy applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district.

Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

If school personnel witness an act of discrimination, harassment, intimidation, or bullying, he or she shall take immediate steps to intervene when safe to do so. Often, this behavior occurs when adults are not present. Students are encouraged to inform their teacher, counselor, or an administrator of harassment or bullying behavior either verbally or in writing. The administration will handle harassment complaints very sternly, quickly, and with the utmost confidentiality in order to protect students. It is especially important for students to help us stop this and other types of misbehavior. We need your cooperation and help in making this a safe, orderly and friendly school for all students. It is important that if you see something wrong, let your teachers, counselors or administrators know about it. **Remember, "See or Hear Something, Say Something!"**

Complaints of bullying shall be investigated and resolved by school site administrators in accordance with site-level grievance procedures specified in district board policy. Appeals to site level resolution of the complaint should be made to the Principal in writing. Further appeals should be made to the Assistant Superintendent of Human Resources. For further information, see SDUHSD Board Policy AR 5131.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff, or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance. Students shall be encouraged to save and print any messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Any student who engages in cyberbullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Calendar for 2021-22

Updated 5/27/21

August 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10 PRE	11 PREP	12 INS	13 INS	14
15	16	17 LS	18	19	20	21
22	23	24	25	26	27	28
29	30 LS	31				

Aug. 10-13.....Inservice/Teacher Prep - No students
Aug. 17.....1st Day of School

September 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 H	7	8	9	10	11
12	13	14	15	16	17	18
19	20 LS	21	22	23	24	25
26	27	28	29	30		

Sept 6.....Labor Day Holiday
SeptBack to School Night
SeptD/F Notification period ends

October 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 LS	5	6	7	8	9
10	11	12	13	14	15*	16
17	18 LS	19	20	21	22	23
24	25	26	27	28	29	30

Oct ...Red Ribbon Week
Oct 15.....First Quarter Ends

November 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 LS	2	3	4	5	6
7	8 1-3-5	9 2-4-6	10 1-3-6	11 H	12 2-4-6	13
14	15	16	17	18	19	20
21	22 H	23 H	24 H	25 H	26 H	27
28	29 LS	30				

Nov. 11Veteran's Day Holiday
Nov. 22-26.....Fall Break Holiday

December 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13 LS	14	15	16	17	18
19	20	21 1-3-5	22 2-4-6	23* MIN	24 H	25
26	27 H	28 H	29 H	30 H	31 H	1

Dec. 231st Semester Ends
Dec. 24 - Dec. 31.....Winter Break Holiday

January 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3 H	4 H	5 H	6 H	7 H	8
9	10 PREP	11 INS	12	13 1-3-6	14 2-4-6	15
16	17 H	18	19	20	21	22
23	24	25	26	27	28	29
30	31 LS					

Jan. 3 - 7.....Winter Break Holiday
Jan. 10 & 11.....Teacher Prep/Inservice-No Students
Jan. 12.....First Day of 2nd Semester Jan. 17.....Martin Luther King, Jr. Day Holiday

February 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 LS	15	16	17	18	19
20	21 H	22 H	23	24 1-3-5	25 2-4-6	26
27	28 LS					

Feb. 21 & 22.....Presidents' Day Holidays

March 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 LS	15	16	17	18	19
20	21	22*	23	24	25	26
27	28 LS	29	30	31		

Mar 223rd Quarter Ends
Mar Spirit Week

April 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 H	5 H	6 H	7 H	8 H	9
10	11 LS	12	13	14	15	16
17	18	19	20	21	22	23
24	25 LS	26	27	28	29	30

Apr. 4-8.....Spring Break Holiday

May 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 LS	10	11	12	13	14
15	16	17	18	19	20	21
22	23 LS	24	25	26	27	28
29	30 H	31 1-3-5				

May ... Quarter D/F Notification
May 30.....Memorial Day Holiday

June 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 2-4-6	2	3* MIN	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June 3.....Last Day of School/Semester End/Promotion

Calendar Key						
H	All School Holiday					
LS	No School					
LS	Late Start Day					
AB	Assembly Block Schedule					
SP	Single Period Days					
MIN	Minimum Days					
#	Qtr Progress Notification Period Ends					
*	Quarter/Semester Ends					
INS	Inservice for Staff - No Students					
PREP	Teacher Prep Day - No Students					
BTSN	Back to School Night					

August						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
Calendar subject to change.		Cougar Camp - 8	Cougar Camp - 7			
Check website for updated info.			Parent Cougar Camp			
8	9	10	11	12	13	14
		Teacher Prep	Teacher Prep	Teacher Inservice	Teacher Inservice	
15	16	17	18	19	20	21
	Open Campus - TBD	1st Day of School				
	Print your schedule & come look for your classes!					
		Single Period	Single Period	0-1-3-5	0-2-4-6	
22	23	24	25	26	27	28
	Single Period	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
29	30	31				
	Welcome Week	Welcome Week				
	Late Start-Single	0-1-3-5				

September - Cougar Pride						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
			Welcome Week	Welcome Week	Welcome Week	
			0-2-4-6	0-1-3-5	0-2-4-6	
5	6	7	8	9	10	11
	Labor Day				9/11	
	No School					
		0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
12	13	14	15	16	17	18
	Single Period	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
19	20	21	22	23	24	25
			Club Day			
	Cougar Week	Cougar Week	Cougar Week	Cougar Week	Cougar Week	
	Late Start-Single	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
26	27	28	29	30		
						Calendar subject to change.
						Check website for updated info.
	Single Period	0-1-3-5	0-2-4-6	0-1-3-5		

October - "POTENTIAL"						
Su	Mo	Tu	We	Th	Fr	Sa
Calendar subject to change. Check website for updated info.					1	2
					0-2-4-6	
3	4	5	6	7	8	9
	Late Start-Single	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
10	11	12	13	14	15	16
	Single Period	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
17	18	19	20	21	22	23
	Late Start-Single	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
24	25	26	27	28	29	30
					Costume Contest	
	Red Ribbon Week	Red Ribbon Week	Red Ribbon Week	Red Ribbon Week	Red Ribbon Week	
	Single Period	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
31						

November - "Responsibility"						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
	Canned Food Drive	Canned Food Drive	Canned Food Drive	Canned Food Drive	Canned Food Drive	
	Late Start-Single	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
7	8	9	10	11	12	13
				Veterans Day No School		
	Canned Food Drive	Canned Food Drive	Canned Food Drive		Canned Food Drive	
	0-1-3-5	0-2-4-6	0-1-3-5		0-2-4-6	
14	15	16	17	18	19	20
	Canned Food Drive					
	Gratitude Week	Gratitude Week	Gratitude Week	Gratitude Week	Gratitude Week	
	Single Period	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
21	22	23	24	25	26	27
	Fall Break No School	Fall Break NoSchool	Fall Break No School	Fall Break No School	Fall Break No School	
28	29	30				
						Calendar subject to change.
						Check website for updated info.
	Late Start-Single	0-1-3-5				

December - "Responsibility"						
Su	Mo	Tu	We	Th	Fr	Sa
			1 Toy & Crayola	2 Toy & Crayola	3 Toy & Crayola	4
			0-2-4-6	0-1-3-5	0-2-4-6	
5	6 Toy & Crayola	7 Toy & Crayola	8 Toy & Crayola	9 Toy & Crayola	10 Toy & Crayola	11
	Single Period	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
12	13 Toy & Crayola	14 Toy & Crayola	15 Toy & Crayola	16 Toy & Crayola	17 Toy & Crayola	18
	Week of Giving	Week of Giving	Week of Giving	Week of Giving	Week of Giving	
	Late Start-Single	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
19	20	21	22	23	24 Winter Break - No School	25
				Last Day of Semester		
	Single Period	0-1-3-5	0-2-4-6			
26	27 Winter Break	28 Winter Break	29 Winter Break	30 Winter Break	31 Winter Break	Calendar subject to change. Check website for updated info.

January - "Integrity"						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
	Winter Break	Winter Break	Winter Break	Winter Break	Winter Break	
9	10	11	12	13	14	15
	Teacher Prep	Teacher Inservice				
	No School	No School				
			Single Period	0-1-3-5	0-2-4-6	
16	17	18	19	20	21	22
	Martin Luther King					
	No School					
		0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
23	24	25	26	27	28	29
	Great Kindness	Great Kindness	Great Kindness	Great Kindness	Great Kindness	
	Single Period	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
30	31					
						Calendar subject
						to change.
						Check website for
						updated info.

February - "Decision Making"						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
		0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
6	7	8	9	10	11	12
	Single Period	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
13	14	15	16	17	18	19
	Late Start-Single	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
20	21	22	23	24	25	26
	Presidents' Day No School	Presidents' Day No School				
			Single Period	0-1-3-5	0-2-4-6	
27	28					
						Calendar subject to change.
						Check website for updated info.
	Late Start-Single					

March - "Empathy"						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
		0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
6	7	8	9	10	11	12
	Single Period	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
13	14	15	16	17	18	19
	Late Start-Single	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
20	21	22*	23	24	25	26
	Spirit Week	Spirit Week	Spirit Week	Spirit Week	Spirit Week	
	Single Period	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
27	28	29	30	31		
					* 3rd Quarter Ends Calendar subject to change. Check website for updated info.	
	Late Start-Single	0-1-3-5	0-2-4-6	0-1-3-5		

April - "Cougar Pride"						
Su	Mo	Tu	We	Th	Fr	Sa
Calendar subject to change. Check website for updated info.					1	2
3	4	5	6	7	8	9
	Spring Break No School	Spring Break No School	Spring Break No School	Spring Break No School	Spring Break No School	
10	11	12	13	14	15	16
	Late Start-Single	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
17	18	19	20	21	22	23
	Single Period	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
24	25	26	27	28	29	30
	Wellness Week	Wellness Week	Wellness Week	Wellness Week	Wellness Week	
	Late Start-Single	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	

May - "Cougar Pride"						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
	Single Period	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
8	9	10	11	12	13	14
	Late Start-Single	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
15	16	17	18	19	20	21
	Single Period	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
22	23	24	25	26	27	28
	Late Start-Single	0-1-3-5	0-2-4-6	0-1-3-5	0-2-4-6	
29	30	31				
	Memorial Day					Calendar subject to change.
	No School					Check website for updated info.

June						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
					Last Day of School	
					8th Grade	
					Minimum Day	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
				Calendar subject to change.		
				Check website for updated info.		