

VINA DANKS MIDDLE SCHOOL
“College Prep Academy”



Parent/Student
HANDBOOK
2018-2019

GOALS

1. To develop the values and responsibilities that will empower our students to be contributing members of our society.
2. To provide service to accommodate extra-curricular needs of the middle school-aged child.
3. To instill respect for self and others.
4. To encourage pride in work and accomplishments.
5. To develop a sense of civil and school responsibility.
6. To improve the performance of students by providing academics, fine arts and social skills.
7. To encourage students to take responsibility for their own personal fitness.

VINA DANKS MIDDLE SCHOOL TEACHER'S CODE OF ETHICS

BEST INTEREST: Teachers are committed to acting in the best interests of students.

RESPONSIBILITY: Teachers take responsibility for their own behavior and work to resolve conflicts that may arise between themselves and a student and/or parent.

INTEGRITY: Teachers practice and promote accuracy, honesty, and truthfulness.

FAIRNESS: Teachers exercise reasonable judgment and ensure that their potential biases, the boundaries of their competence, and the limitations of their expertise do not lead to or condone unjust practices.

COMMITMENT: Teachers fulfill commitments made to learners.

RESPECT FOR OTHERS RIGHTS AND DIGNITY: Teachers respect the dignity and worth of all people, and the rights of individuals to privacy, confidentiality, and self-determination.

EXCELLENCE: Teachers strive to maintain excellence by continuing to improve their teaching skills and engaging in professional development activities.

RESPECT FOR INDIVIDUAL DIFFERENCES: Teachers embrace student's individuality, gender, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status.

PROFESSIONALISM: Teachers work to achieve the highest level of professionalism and establish positive working relationships with students, parents, colleagues, and district personnel.

CONFIDENTIALITY: Teachers maintain privacy standards to protect personal student information.

2018-2019 DAILY BELL SCHEDULE

M/W/Th/F
6:50 a.m. - 2:15 p.m.

| Hour | Class Time | Class Length |
|-----------|-------------|--------------|
| 0 | 6:50-7:40 | 50 |
| Breakfast | 7:35-7:55 | 20 |
| 1 | 8:00-8:55 | 55 |
| 2 | 8:59-9:53 | 54 |
| 3 | 9:57-10:51 | 54 |
| A Lunch | 10:51-11:21 | 30 |
| A Per. 4 | 11:25-12:19 | 54 |
| B Per. 4 | 10:55-11:49 | 54 |
| B Lunch | 11:49-12:19 | 30 |
| 5 | 12:23-1:17 | 54 |
| 6 | 1:21-2:15 | 54 |

Tuesday
7:00 a.m. – 1:00 p.m.

| Hour | Class Time | Class Length |
|-----------|-------------|--------------|
| 0 | 7:00-7:40 | 40 |
| Breakfast | 7:35-7:55 | 20 |
| 1 | 8:00-8:42 | 42 |
| 2 | 8:46-9:28 | 42 |
| 3 | 9:32-10:14 | 42 |
| A Lunch | 10:14-10:44 | 30 |
| A Per. 4 | 10:48-11:30 | 42 |
| B Per. 4 | 10:18-11:00 | 42 |
| B Lunch | 11:00-11:30 | 30 |
| 5 | 11:34-12:16 | 42 |
| 6 | 12:20-1:00 | 40 |

2018-2019 SPECIAL EVENTS SCHEDULES

**Minimum Days/BtSN/Open House/Parent
Conferences
7:00 a.m. - 12:45 p.m.**

**Last Day of School
7:00 a.m. – 11:15 a.m.**

| Hour | Class Time | Class Length |
|-------------|-------------------|---------------------|
| 0 | 7:00-7:40 | 50 |
| Breakfast | 7:35-7:55 | 20 |
| 1 | 8:00-8:40 | 40 |
| 2 | 8:44-9:23 | 39 |
| 3 | 9:27-10:06 | 39 |
| A Lunch | 10:06-10:36 | 30 |
| A Per. 4 | 10:40-11:19 | 39 |
| B Per. 4 | 10:10-10:49 | 39 |
| B Lunch | 10:49-11:19 | 30 |
| 5 | 11:23-12:02 | 39 |
| 6 | 12:06-12:45 | 39 |

| Hour | Class Time | Class Length |
|-------------|-------------------|---------------------|
| 0 | 7:00-7:40 | 40 |
| Breakfast | 7:35-7:55 | 20 |
| 1 | 8:00-8:45 | 45 |
| 2 | 8:49-9:34 | 45 |
| 3 | 9:38-10:23 | 45 |
| 5 | 10:27-11:15 | 48 |

2018-2019 SPECIAL EVENTS SCHEDULES

Rally Day

7:00 a.m. - 2:15 p.m.

| Hour | Class Time | Class Length |
|-----------|-------------|--------------|
| 0 | 6:50-7:40 | 50 |
| Breakfast | 7:35-7:55 | 20 |
| 1 | 8:00-8:55 | 55 |
| 2 | 8:59-9:44 | 45 |
| 3 | 9:48-10:33 | 45 |
| A Lunch | 10:33-11:03 | 30 |
| A Per. 4 | 11:07-11:52 | 45 |
| B Per. 4 | 10:37-11:22 | 45 |
| B Lunch | 11:22-11:52 | 30 |
| 5 | 11:56-12:45 | 45 |
| 6 | 12:48-1:33 | 45 |
| Rally | 1:37-2:15 | 38 |

Promotion Ceremony (TBD)

7:00 a.m. – 2:15 a.m.

| Hour | Class Time | Class Length |
|-----------|-------------|--------------|
| 0 | 6:50-7:40 | 50 |
| Breakfast | 7:35-7:55 | 20 |
| 1 | 8:00-8:41 | 41 |
| 4 | 8:45-11:51 | 126 |
| A Lunch | 10:51-11:21 | 30 |
| A Per. 4 | 11:25-12:19 | 54 |
| B Per. 4 | 10:55-11:49 | 54 |
| B Lunch | 11:49-12:19 | 30 |
| 5 | 12:23-1:17 | 54 |
| 6 | 1:21-2:15 | 54 |

REPORT CARDS & PROGRESS REPORTS (“DEFICIENCY NOTICES”) – GUIDELINES

Purpose:

- **Report Card:** The purpose of the report card is to inform the parents of a pupil’s growth in academic subjects, special subjects, citizenship and attitudes. This report card is mailed home at the end of each semester.
- **Progress Reports (“Deficiency Notices”):** The purpose of deficiency notices is to inform a parent when a student is either in danger of failing (receiving a “D or “F” grade). These are issued at the midpoint of each semester and/or at parent conferences.

***Report Card/Progress Report Timeline:**

2018-2019 Progress Reports (Deficiency Notices)

1st Quarter – September 21, 2018

2nd Quarter- November 2, 2018

3rd Quarter – February 14, 2019

4th Quarter- April 5, 2019



2018 – 2019 Report Card

1st Semester – December 20, 2018

2nd Semester – May 23, 2019



VINA DANKS MIDDLE SCHOOL
Parent Notification of Detention

Date: _____

To the Parents of _____,

The purpose of this letter is to inform you that _____ has received detention for the following reason(s):

1. _____
2. _____

For the reason(s) stated above, he/she will be required to serve _____ hour (s) of detention after school on:

| DATE(S): | TIME: | | ROOM #: | TEACHER: |
|----------|-------|-----|---------|----------|
| | From: | To: | | |
| | From: | To: | | |

Since the detention will occur after school, it is your responsibility to make arrangements for someone to pick up your son/daughter. I apologize for any inconvenience this may cause, but I hope that the detention will deter your son/daughter from further misconduct and/or violation of rules.

Please sign and date the bottom of this letter to acknowledge that you received notification and send the form with your son/daughter tomorrow. If you have any questions or concerns, please call me at (909) 983-2691 from 7:30 a.m. to 4:00 p.m. Thank you for your support!

Ms. Arvizu
Principal

Mr. Franco
Assistant Principal



VINA DANKS MIDDLE SCHOOL
Detention – Parent Permission & Notification

Name of Student: _____

Room: _____

I acknowledge that I have received notification of my son's/daughter's detention and I give him/her permission to stay after school for detention. I have made arrangements to have him/her picked up after the detention.

Parent Signature: _____

Date: _____

Please return this form tomorrow.



VINA DANKS MIDDLE SCHOOL
Notificación de detención

Fecha: _____

Para Los Padres de _____,

El propósito de esta carta es para informarles que su hijo/hija ha recibido detención por la(s) siguiente(s) razón(es):

- _____
• _____

Él/Ella tendrá _____ hora (s) detención después de clase el:

Table with 4 columns: FECHA(S), HORA: (De, Hasta), SALON #, MAESTRO/A.

Como la detención va a ocurrir después de clase, es su responsabilidad de disponer quien va a levantar a su hijo/hija después de la detención. Yo les pido disculpas a ustedes por la inconveniencia, pero espero que la detención impida la mala conducta o otra violación de las reglas escolares.

Si ustedes tienen alguna pregunta o preocupación, favor de hablarme al (909) 983-2691 de las 7:30 a.m. hasta 4:00 p.m. ¡Muchas gracias por su apoyo!

Por favor, completen la parte de abajo de esta forma para verificar que ustedes recibieron la notificación y luego devuelven esta forma al maestro/a de su hijo/hija mañana.

Ms. Arvizu Mr. Franco
Directora Director Asistente



VINA DANKS MIDDLE SCHOOL
Permiso y Notificación de Detención

Nombre del Estudiante: _____ Salón: _____

Yo confirmo que he recibido la notificación de la detención de mi hijo/hija y le doy permiso a él/ella que asista después de clase. Yo he hecho arreglos para que él/ella sea recogido después de la detención.



Firma de Padres: _____ Fecha: _____

Por favor, devuelvan esta forma mañana.



**VINA DANKS MIDDLE SCHOOL
School-wide Behavior Expectations**



School-Wide Behavior Matrix

|   | Bathroom | Hallways / Passing Periods | Classroom | Before/After School | Eating Area / Field | Assembly / Rally / Drills |
|--|--|---|---|---|---|---|
| C Character | <ul style="list-style-type: none"> Respect school property | <ul style="list-style-type: none"> Use respectful language Be on time | <ul style="list-style-type: none"> Be on time Be prepared with necessary tools | <ul style="list-style-type: none"> Use appropriate language and contact | <ul style="list-style-type: none"> Respect your body and others Enjoy your lunch | <ul style="list-style-type: none"> Listen to the speaker Keep eyes on the teacher/speaker |
| A Attitude | <ul style="list-style-type: none"> Leave restroom immediately after appropriate use | <ul style="list-style-type: none"> Use appropriate volume level | <ul style="list-style-type: none"> Be respectful to teacher and classmates Demonstrate a willingness to learn | <ul style="list-style-type: none"> Respect others and yourself Use appropriate volume level | <ul style="list-style-type: none"> Be thankful for your food Be patient Use appropriate volume level | <ul style="list-style-type: none"> Pay attention to the messages Take seriously |
| T Team | <ul style="list-style-type: none"> Leave restroom orderly Report unacceptable conditions | <ul style="list-style-type: none"> Respect property of others Take direct route to destination Use time wisely | <ul style="list-style-type: none"> Follow directions the first time Be an active participant | <ul style="list-style-type: none"> Use trash cans and recycle bins Follow electronic use policy | <ul style="list-style-type: none"> Recycle Pick up trash after yourself Take pride in your school | <ul style="list-style-type: none"> Be silent / no talking Pick up trash after yourself |
| S Safe | <ul style="list-style-type: none"> Use restroom only for intended purposes Follow district cell phone policy Keep hands, feet and objects to yourself | <ul style="list-style-type: none"> Respect others and yourself Walk at all times Keep hands and feet to yourself | <ul style="list-style-type: none"> Respect others and yourself Use classroom materials for intended use | <ul style="list-style-type: none"> Arrive, wait, & leave in designated areas Leave in a timely manner Keep hands, feet and objects to yourself Use the crosswalks | <ul style="list-style-type: none"> Report unsafe conditions and inappropriate use of equipment. Notify staff of injuries. | <ul style="list-style-type: none"> Walk in line to and from the event Listen for directions |

Classroom Behavior Matrix

|   | Entering Procedures | During Instruction | Transitions | Independent & Group Work | Exiting Procedures | Planner Expectations |
|--|---|---|---|---|--|---|
| C Character | <ul style="list-style-type: none"> • Enter quietly • Obtain required materials • Drop off non-needed materials • Sit down quietly and get ready to work | <ul style="list-style-type: none"> • Finish strong • Encourage others • Take responsibility | <ul style="list-style-type: none"> • Be efficient • Use time wisely • Be prepared • Teacher releases | <ul style="list-style-type: none"> • Respect all opinions • Follow directions | <ul style="list-style-type: none"> • Take your materials only | <ul style="list-style-type: none"> • Parental communication • Personal responsibility |
| A Attitude | <ul style="list-style-type: none"> • Accept teacher's directives without comment | <ul style="list-style-type: none"> • Apply yourself & engage in activity • Follow instructions the first time | <ul style="list-style-type: none"> • Focus • Participate actively • Be respectful | <ul style="list-style-type: none"> • Supportive • Collaboration | <ul style="list-style-type: none"> • Leave quietly • Wait for teacher to dismiss | <ul style="list-style-type: none"> • Have planner everyday |
| T Team | <ul style="list-style-type: none"> • Follow classroom rules, raise your hand to speak & participate • Take responsibility for own behavior & actions | <ul style="list-style-type: none"> • Stay on topic | <ul style="list-style-type: none"> • Show awareness of others • Use appropriate voice level • Stay on task • Do your part | <ul style="list-style-type: none"> • Complete your assigned task • Being helpful | <ul style="list-style-type: none"> • Clean up classroom • Push in chairs | <ul style="list-style-type: none"> • Writing homework daily/weekly |
| S Safe | <ul style="list-style-type: none"> • Get to class on time • Keep hands to yourself • Respect school property at all times | <ul style="list-style-type: none"> • Respect the rights of others and their property | <ul style="list-style-type: none"> • Walk at all times • Be on time | <ul style="list-style-type: none"> • Utilize tools / materials correctly • Clean up | <ul style="list-style-type: none"> • Leave orderly • Walk | <ul style="list-style-type: none"> • Knowing / following district rules |

Problem Behavior Definition Chart Minor-Major Behaviors



| Behavior | Minor | Major |
|---|---|---|
| Disruption | <ul style="list-style-type: none"> Talking/making noises, speaking over teacher/students, throwing objects in class, electronic devices out/going off, getting out seat, name calling/teasing, tapping on desk | <ul style="list-style-type: none"> Cursing (towards teacher/student), fighting in class, bullying, leaving class without permission |
| Inappropriate Language | <ul style="list-style-type: none"> Casual use of foul language, side conversation/off-task, innuendos, disrespectful tones | <ul style="list-style-type: none"> Racial slurs/offensive language, directed toward another person, threats, curse words (dirty talking), inappropriate gestures/motions |
| Defiance / Disrespect / Non-Compliance | <ul style="list-style-type: none"> Mimicking teacher, refusal to complete task, non-suits (P.E), talking back, getting out of seat, mocking students, messing with teacher's/other student's belongings | <ul style="list-style-type: none"> Profanity, sexual harassment, bullying, non-suits (P.E. 3+), walking away when being spoken to by adult, chronic defiance, disrespect, non-compliance |
| Physical Contact / Aggression / Fighting | <ul style="list-style-type: none"> Horse playing, accidental pushing, hugging, hand holding, tripping, posturing, kissing | <ul style="list-style-type: none"> Punch, slap, causing physical injury, touching inappropriately, throwing chair, damaging property, tripping w/intent of injury, threatening/intimidation |
| Lying / Forgery / Cheating / Plagiarism | <ul style="list-style-type: none"> Copy homework from peers, cheating during a test; verbally, eye contact, copying from sources; internet, text, etc., denying behavior | <ul style="list-style-type: none"> Parent signature forged, written evidence, stealing other's work without permission, manipulating parents to "get teacher in trouble" |
| Property / Misuse / Vandalism | <ul style="list-style-type: none"> Writing in textbook and desk, gum on floor/carpet/furniture, destroy bulletin boards, breaking pencils/pens | <ul style="list-style-type: none"> Drawing inappropriate pictures in textbooks/furniture/bathroom, tearing pages from textbooks, taking apart school property (computer keyboard, furniture, restroom), carving on desks/any surface |
| Theft | <ul style="list-style-type: none"> Taking student's materials, school equipment, stealing other student's work, stealing textbooks from classroom | <ul style="list-style-type: none"> Personal property (P.E. clothes, cell phone, etc.), teacher/classroom equipment (laptop computer), teachers/staff personal belongings, |
| Harassment / Tease / Taunt | <ul style="list-style-type: none"> Name calling, laughing when other classmates participate, body language, putting down others | <ul style="list-style-type: none"> Physical, sexual, racial, bullying (verbal/physical/cyber/social media), inappropriate use of cell phone, aimed at teacher, distribution of pictures/videos of others/fights (copies of pictures, social media) |