

# VINA DANKS MIDDLE SCHOOL

## "Home of the Bobcats"



**2020-2021**

1020 N. Vine Avenue  
Ontario, CA. 91762  
(909) 983-2691



### Superintendent

Dr. James Q. Hammond

### Ontario-Montclair School District Board of Trustees

Sonia Alvarado

Kristen "Kris" Brake

Sarah S. Galvez

Elvia M. Rivas

Alfonso Sanchez

### District Numbers

Office of the Superintendent	(909) 418-6445
Business Services	(909) 418-6450
Human Resources	(909) 418-6307
Learning & Teaching	(909) 418-6436

### STUDENT IDENTIFICATION

Student: \_\_\_\_\_ Grade \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Student I.D. #: \_\_\_\_\_

### VINA DANKS MIDDLE SCHOOL SCHEDULE TRACKER

Period	Class	Room #	Teacher
0			
1			
2			
3			
4			
5			
6			

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**1020 N. Vine Avenue**  
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Dear Parents and Students,

Vina Danks students have been provided with this planner to help them organize their work and serve as a communication tool between parents and teachers. The student planner supports our “high school and college bound” culture by teaching students to be organized and responsible which are vital skills they will need now and in the future. The planner will also be an important guide for you as you partner with your children on their academic journey.

The student planner contains a variety of information. Therefore, it is very important that you take the time to read and review it each day. Students will record homework assignments in the calendar section of their student planner each day. Teachers will record notes in the planner so you are kept informed of daily assignments and conduct at school, should there be a need. **Students must bring their student planner to school with them every day.** As part of our daily safety check routine, we check for organization and school materials through backpack checks every morning as students enter school. Please read over all the handbook information with your children and sign at the bottom of this page.

The student planners are very costly, but we are providing a free copy to your child because they are an important part of their academic success and the program we provide. Thank you for your partnership in helping us to make this year the most successful year possible for your child.

Sincerely,  
Ms. Yesenia Arvizu  
Principal

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I have read and understand the student/parent handbook. I will follow all rules and guidelines.

---

Student Signature

I have read and understand the student/parent handbook. I will ensure that my student follows all rules and guidelines.

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Parent Signature

**Note: This signed page will remain in the student planner as proof that the information has been read by both student and parents/guardian.**

# VINA DANKS MIDDLE SCHOOL

## STUDENT HANDBOOK



### PRINCIPAL'S MESSAGE:

Welcome to Vina Danks Middle School! My name is Yesenia Arvizu and it is a pleasure to serve as your principal. I look forward to serving a wonderful group of parents, students, and staff. I am confident that it will be a successful and positive experience for all of us.

Our goal at Vina Danks Middle School is to get your child ***high school ready, college ready, and career ready***. In order to accomplish this goal, all students have access to our four pillars of learning – ***character development, technology, standard-based rigorous curriculum, and world languages***. Each pillar represents an engaging and rigorous learning program that ensures students think critically and creatively, problem-solve collaboratively, and communicate effectively. In addition, students have access to wide variety of electives that equip students with real-world skills and experiences, such as AVID, music and band, art, journalism, home economics, ASB, and computer science. Students have access to our enriching Honors Program that challenges students to apply new learning, analyze and evaluate information, and construct new meaning. As a state recognized PBIS Gold school, we have developed and implemented proactive behavioral supports and a positive social culture so that all students achieve social, emotional and academic success.

The California League of Middle Schools, Taking Center Stage, recognizes Vina Danks Middle School at the state and nationwide level as a “School to Watch”. Our school is a wonderful place to learn and received this recognition because of our instructional focus. We come together each day as a team of learners to nurture and instill a sense of pride and respect for self and community. When students take advantage of all the opportunities at school, actively engage in their learning, apply their skills and knowledge, and make positive choices along the way, success in any endeavor will result, whether at Vina Danks or in the future.

Please read and review this planner with your parents so that everyone understands the expectations we set forth. It is everyone’s responsibility to make our school a safe and positive learning environment. We have tremendous resources at Vina Danks to help you maximize your potential. The entire staff is here to educate and support you on your journey to college and beyond!

Sincerely,

Ms. Yesenia Arvizu  
Principal

**2020-2021 SCHOOL CALENDAR:**

August 7	First Day of School	January 18	No School – Martin Luther King
August 12	Back To School Night	February 8	No School – Lincoln’s Day
September 7	Labor Day (No School)	February 15	No School – President’s Day
October 5-9	Parent/Teacher Conferences	March 1-5	Parent/Teacher Conference
November 11	No School – Veteran’s Day	March 18	Open House
Nov. 23-27	Thanksgiving Holidays	March 22-26	Spring Break
December 18	1 <sup>st</sup> Semester Ends	May 20	2 <sup>nd</sup> Semester Ends
December 18	Non-School Day		Last Day of School for Students
Dec 21-Jan 1	Winter Break		

**SCHOOL HOURS:**

The school office is open from 7:00 A.M. to 3:30 P.M. Monday thru Friday, except holidays. Students are allowed on campus at 7:40 A.M. For safety reasons, students are not to linger in front of school before school and after dismissal. All students who are not enrolled in after school programs must exit the campus by 2:15 p.m.

**ONLINE LEARNING BELL SCHEDULE:**

Mondays, Thursdays		Minutes
Zero Period	7:00 – 7:52	52
Period 1	8:00 – 8:52	52
Period 2	9:00 – 9:52	52
Period 3	10:00 – 10:52	52
Lunch	10:52 – 12:00	68
Period 4	12:00 – 12:28	28
Period 5	12:38 – 1:06	28
Period 6	1:16 – 1:44	28

Wednesdays, Fridays		Minutes
Zero Period	7:00 – 7:52	52
Period 4	8:00 – 8:52	52
Period 5	9:00 – 9:52	52
Period 6	10:00 – 10:52	52
Lunch	10:52 – 12:00	68
Period 1	12:00 – 12:28	28
Period 2	12:38 – 1:06	28
Period 3	1:16 – 1:44	28

Tuesdays (Rotating)		Minutes
Period 1, 2, 3, 4, 5, 6	8:00 – 10:00	120
Lunch	10:00 – 11:08	68
Independent Work	11:08 – 1:08	120

Tuesdays (Rotating)					
Week 1 = Period 1	Week 2 = Period 2	Week 3 = Period 3	Week 4 = Period 4	Week 5 = Period 5	Week 6 = Period 6

### **TRADITIONAL BELL SCHEDULE:**

Monday/Wednesday/Thursday/Friday			Tuesday		
Time:	Activity	Minutes:	Time:	Activity	Minutes:
6:50-7:40	Period 0	50	7:00-7:40	Period 0	40
7:40-7:55	Breakfast		7:40-7:55	Breakfast	
7:55	First Bell		7:55	First Bell	
8:00-8:55	Period 1	55	8:00-8:42	Period 1	42
8:59-9:53	Period 2	54	8:46 – 9:28	Period 2	42
9:57-10:51	Period 3	54	9:32-10:14	Period 3	42
10:51-11:21	A Lunch	30	10:14-10:44	A Lunch	30
11:25-12:19	A Period 4	54	10:48-11:30	A Period 4	42
10:55-11:49	B Period 4	54	10:18-11:00	B Period 4	42
11:49-12:19	B Lunch	30	11:00-11:30	B Lunch	30
12:23-1:17	Period 5	54	11:34-12:16	Period 5	42
1:21-2:15	Period 6	54	12:20-1:00	Period 6	40

### **COMMUNICATION:**

Communication between parents and school is an important aspect of your child's success. We communicate school information and events through community outreach phone calls, our school website, school marquee, flyers and letters, School Loop, and our Twitter account. Follow us at @VinaDanks\_OMSD.

### **STUDENT PICK UP AND DROP OFF:**

Students are to be dropped off and picked up in front of school where we have supervision beginning at 6:30 a.m. and up until 3:00 p.m. Students enter and exit campus through the North Vine Street gate. Parents are not allowed to enter the Vine Street staff parking lot to drop off or pick up students. This poses a safety hazard for students. Vina Danks Middle School does not have a "school drop off/pick-up zone". Please ensure that you are properly driving up to the curb to drop off your child. Parking on the red zone and double parking is not allowed and is dangerous for our children. For safety reasons, we encourage all of our students and families to use the cross walk.

Please plan accordingly to have your children picked up on time. Students being picked up from school early must be signed out by a parent or designated person identified on the emergency card and **MUST** present a valid California State identification. Students **will not** be released to persons who are not listed on the emergency card, there will be no exceptions.

### **SCHOOL SAFETY:**

Our school is the center of our community. With this in mind, our students, parents and the entire neighborhood benefit. Ensuring that our school is a sanctuary for teaching and learning – and free of crime and violence – is a priority for Vina Danks administration. A safety officer is available at our site Monday – Friday to support us with supervising the parameters and in the inside of our school before, during and after school. We will promote ***"See Something, Hear Something, Say Something"*** to ensure a safe learning environment for all of our children, teachers and staff.

### **CLOSED CAMPUS:**

For the safety and welfare of all students, Vina Danks has a closed campus. Students are not to leave the school grounds after arriving at school regardless of the time of arrival. All visitors and parents must check in with the school office and obtain a visitor pass before coming on campus, **present a valid California State identification card and check in through our Raptor Security Check-in/out System**. Once a student leaves campus at the end of the school day at 2:15 p.m., they will not be allowed back on campus.

### **STUDENT ID:**

Students will be issued an ID card at the beginning of the school year should have it with them at all times when on campus. The ID card must be presented in order to purchase tickets and participate in school events. State Law now requires that your child have access to information on suicide prevention and mental health. School districts are now mandated by the state to provide this information to every middle school student. The information will now be available on the back of the student's school ID. Lost ID cards can be replaced for \$5.

**STUDENT TRANSPORTATION:**

Bike and skateboard/scooter racks are available on campus for students. Students must provide their own locks and must wear a helmet. **Because of safety issues, bikes, skateboards and scooters must not be ridden in front of the school.** Failure to follow this rule will result in the bike or skateboard/scooter being confiscated and/or loss of privilege. A parent will be required to pick up any of these confiscated items.

**ABSENCES:**

School progress depends upon regular school attendance. When students are absent from school for any reason, it is important that parents contact the Attendance Office in the morning at (909) 963-2691 ext. 226, to notify the school of the reason for the absence. If a phone notification was not made, students must bring a signed and dated note explaining the absence to the Attendance Office when returning to school. The only excused absences are absences due to illness, medical/dental appointments, court appearances, and a death in the immediate family (1 day in state, 3 days out of state). When possible, please make medical and dental appointments after school hours. Students with excessive absences may be requested to attend a School Attendance Review Team meeting (SART) with their parents. If the absences continue, next steps include a district School Attendance Review Board meeting (SARB) and possibly be cited by the Ontario Police Department according to the California Education Code.

**TARDIES:**

Students are to be in their seats when the last bell rings. Excessive tardies will result in discipline. Students arriving late, after North Vine gate has closed, will report directly to Attendance Office with a parent note and receive consequence for repeated offense.

**AFTER SCHOOL PROGRAMS:**

Think Together is an after school program that provides students with an enriching extended learning time experience which serves to develop the students by offering four main program components: homework, academic enrichment, a nutritious snack, and physical activity. Program information and applications are available in the front office. Students that are enrolled in the program must report immediately after the 2:15 dismissal bell to their designated area. Because of safety concerns, students may not leave school and re-enter to attend after school program. Think Together office and pick up are off 4<sup>th</sup> Street.

**BACKPACK/BINDER CHECKS:**

At Vina Danks we pride ourselves in preparing our students for high school, college and beyond. Supporting our students with acquiring and maintaining organizational skills is one of our top priorities. To ensure that our students are prepared for their instructional day with school supplies, we conduct back pack/binder checks as they enter school. Students are to line up out front at 6:45 a.m. (zero period) and 7:40 a.m. Our Campus Mentor, along with teachers and administration, check the back packs of all students as they enter. In the event that a student is not prepared, we will provide the necessary supplies so that they can have a successful day. Students are expected to bring a back pack with school supplies every day. Please do not hesitate to communicate with us if we can support your child in this area.

# VINA DANKS MIDDLE SCHOOL

## “DRESS FOR SUCCESS” DRESS CODE

While Vina Danks Middle School is not a uniform school, all students are expected to follow the OMSD and Vina Danks’ guidelines for dress and grooming. Students are expected to “DRESS for SUCCESS,” as school is where the student’s “job” is to prepare themselves for high school, college, and career success. This is great preparation and practice for the future.

When shopping for clothes, please keep in mind that all clothing must be **safe, non-distracting and non-disruptive** to others or the learning process. While we recognize that the “style” of clothing being sold might be what your child wants to buy; however, much of it is not appropriate in a school setting.

### Basic Rules

- Clothes are expected to be worn correctly.
  - Displaying skin, cleavage and underclothing of any type is not allowed.
- Hats/Caps can be worn as sun-protective gear outside of class for health reasons with a **doctor’s note**. In these cases, hats must be:
  - Plain solid color or with Vina Danks logo only
  - Worn with the bill facing forward/straight
  - Taken off upon entering all buildings
- Knit Caps/Beanies may be worn outdoors during colder months. Caps/Beanies must meet dress code requirements for hats, as stated above.
- Pajamas bottoms and sweat pants are **NOT** allowed.
- Students may be asked to remove jewelry that is considered to be unsafe, inappropriate, or causes a distraction to learning, such as spiked or large jewelry, piercings, or jewelry that is worn in a place that may be unsafe (example: lips, cheeks, eye brows, and nose).
- Personal attire and belongings (backpacks/notebooks/personal property) must remain free of gang affiliations, inappropriate pictures and messages, nicknames, and tagging markings. Items displaying tagging will be confiscated and may be picked up by parents/guardians.
- **Shirts:** NO inappropriate designs or messages on shirts, **regardless of cover-up garments.**
- **Sweaters/Jackets:** No oversized clothing allowed. Hoods may NOT be worn in class
- **Pants/Shorts/Skirts/Dresses:**
  - The end of shorts and skirts must reach the fingertips when the arms are outstretched at their sides.
  - Dresses: No tight/fitted/short see through dresses are allowed, dresses must be school appropriate.
- Jeans and shorts **cannot be ripped or frayed**. Wearing leggings does not make this piece of clothing acceptable. There will be no exceptions.
- **Jeans/Pants:** No sagging, extremely baggy pants, or extremely low-rise pants.
- For safety reasons, sheer and/or form-fitting leggings can only be worn under a dress, skirt, or pants, but not alone.
- Tank Tops: Not allowed. All shirts must have a sleeve that covers the shoulders and mid-arm.
- **Shirts/Blouses/Tops:** NO low-cut tops, halter tops, spaghetti straps, bare midriffs, sheer blouses, and/or inappropriate designs or messages on shirts, regardless of cover-up garments.
  - Showing undergarments or cleavage is unacceptable. Bra straps must always be covered.
  - Tops are considered too low-cut if they are more than “4 fingers” below the collar bone.
- Shoes: No sandals, flip-flops, open-toed, or backless shoes.
- **No make-up allowed. School is a place for instruction and learning and make up cannot and will not be a distraction.**

*School administration will make final determination if any article of clothing or accessory violates the guidelines above or is deemed inappropriate or disruptive to the instructional day.*

Parents must ensure that their son/daughter is properly attired for school. Dress code violations will result in a phone call home for a change of clothing. If a parent/guardian cannot be reached, the student will change into loaner clothing.

### **PROHIBITED ITEMS:**

- Any personal item with suggestive, obscene, violent, gang tagging/symbols, drug, alcohol, or tobacco related content
- Gum and sunflower seeds
- Baked goods (cakes and cupcakes), frosting, balloons, flowers and bouquets
- **Coffee (any including Starbucks), energy and sports drinks are not allowed in school, this is a cautionary procedure.**
- Aerosol sprays including deodorant and cologne
- Gambling devices such as dice or playing cards
- Motorized bikes/scooters and skate shoes
- Drugs, drug paraphernalia, narcotics, alcohol, cigarettes, tobacco, cigarette papers, lighters, pipes, matches, or look-alike paraphernalia
- Explosive devices, firecrackers, poppers, stink bombs, etc.
- Weapons, knives, screwdrivers, or any other dangerous items (this includes toy guns and knives)
- Aerosol paint, permanent markers, etching tools, or any other instrument used for the purpose of writing graffiti or tagging

If you are unsure whether something is allowed on campus, please ask a teacher, counselor, or administrator **BEFORE** bringing it on campus.

### **OUTSIDE DELIVERIES**

Because of health concerns and the safety of our students, as well as, interruptions to the school day, Vina Danks does not allow for outside food deliveries by vendors. Additionally, taking into consideration the dietary needs of other students, parents and students cannot bring outside food to share. Our goal is to provide our students with the least interruptions during the instructional day and protect their health. If you child has special dietary needs, please contact the Health Office for further procedures. Direct any other inquiries to administration.

### **ELECTRONIC DEVICES:**

Remote control toys, cameras, IPODS, ear buds, video games, CD players, laser pointers, and other **electronic devices** are **prohibited**. These items will be confiscated and returned to a **PARENT** if they are turned on or taken out on campus. It is not recommended that these items be stored in backpacks. **Loss or theft of these items will not be investigated under most circumstances.**

### **CELL PHONES:**

The use of or the visibility of cell phones or other electronic signaling devices such as Apple watches, is strictly prohibited on school premises, at any school sponsored activity, on buses, and at any time while students are under the supervision and control of district employees. This means that students must wait until school is released, not just their classrooms, before they remove their cell phones from their backpacks or other carrying places. Cell phones will be confiscated and returned to a PARENT (from the 2<sup>nd</sup> offense on) if they are turned on or taken out on campus/classroom. **Loss or theft of cell phones will not be investigated under most circumstances.**

### **SUSPENSIONS:**

Students will receive on-campus or off-campus suspensions if they are in violation of the California Education Code, Section 48900. Activities that may warrant suspension are:

- Possession, selling, or furnishing a weapon
- Fighting or play fighting
- Possessing, selling, or furnishing drugs, drug paraphernalia, narcotics, alcohol, cigarettes, or look-alike substances
- Committing a crime, such as theft, robbery, vandalism, etc. (this includes attempts)
- Disrupting school activities or defying supervisors, teachers, administrators, school officials, or other school personnel
- Sexual harassment or unwanted sexual comments
- Racial remarks or slurs
- Committing an obscene act, or engaging in profanity or vulgarity
- Harassing, threatening, or intimidating witnesses of a discipline proceeding



### **PHYSICAL EDUCATION:**

**ALL STUDENTS MUST DRESS AND PARTICIPATE FOR P.E. CLASS EVERYDAY! A student's grade is based on dressing out and participating, not doing so will impact their grade.** All students are required to participate in a physical education class unless a doctor's note is on file in the Health Office. If a student has a medically authorized extended or permanent PE excuse, he/she will be given an alternate assignment by the PE teacher. Students may be excused in participation of PE by bringing a written parent note on the day the student needs to be excused.

For health reasons, students are required to have their own PE uniform and wash it weekly. Uniforms are available for purchase from the PE Department. In addition, students are to provide their own PE locks which are also purchased through the PE Department. Contact the PE Department if unable to purchase a uniform or lock due to financial difficulty. Stolen or lost PE uniforms and locks must be replaced, please ensure you contact school administration if you need support in this area. Failure to fully participate in PE class, which includes dressing out, could result in lower PE scores and grades.

**IMPORTANT NOTE:** If your child leaves PE clothes behind at home, and it is delivered to the school, understand that the office will not interrupt class instruction. Student will be called at the end of the class period for pick-up of items.

### **HEALTH:**

The Health Office is staffed regularly by a Health Aide. Students who become ill may acquire a pass from their teachers to go to the Health Office; because of safety concerns, **students may not contact their parent/guardian on their cell phone.** Students may not go to the Health Office without a pass unless it is an emergency. Any on-campus injuries must be reported to a teacher or Health Office Assistant immediately.

### **MEDICATIONS:**

Students are not permitted to bring over the counter medications or prescriptions to school without first checking with the Health Office Assistant. A signed letter from the parent and physician must be on file in the office. All medications must be clearly labeled and administered by Health Office personnel only. With written doctor orders and parent permission, students with asthma may carry inhalers only with a doctor's note explaining why and how often the medication should be used.

### **MOVING:**

It is important that the school office be notified immediately of any change of address or phone numbers. Before a student transfers to another school, the parent must personally come to the school and provide the office with the new address and completed request of transfer form. No transfer papers will be forwarded until a parent legally checks out their student and has returned all school property.

# **VINA DANKS MIDDLE SCHOOL**

## **Student Eligibility for Activities**

At Vina Danks Middle School we promote the 3 A's – Academics, Attendance & Attitude. We make our expectations clear to our student body throughout the year so that students can be part of fun filled activities. Extra-curricular activities, field trips, participation in clubs, attendance at dances and participation at promotion, are events that students earn!

### **END OF THE YEAR ACTIVITIES/FIELD TRIP ELIGIBILITY:**

- No "F" grades during eligibility period
- No administrative suspension incidents during the eligibility period
- No unresolved truancies/detentions
- No unresolved fines or fees
- No excessive tardies/absences

### **SOCIAL EVENTS ELIGIBILITY:**

Students may participate in social events such as dances as long as they meet the following eligibility requirements:

- No "F" grades during eligibility period
- No administrative suspension incidents during the eligibility period
- No unresolved truancies/detentions
- No unresolved fines or fees
- No excessive tardies/absences

### **CLUB AND TEAM ELIGIBILITY:**

Students may participate in extracurricular clubs and/or sport teams as long as they meet the following eligibility requirements:

- GPA of 2.0 or higher on the previous formal marking period (report card)
- No administrative suspension incidents during the sport's season
- No unresolved truancies
- No unresolved fines or fees

### **EIGHTH GRADE PROMOTION CRITERIA:**

In order to participate in the eighth grade academic achievement celebration, students must:

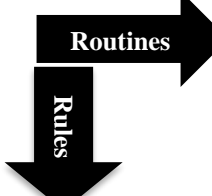
- Not be actively involved in a pre-expulsion process
- Not be on an active suspension\*
- **Attitude (behavior), Academics and/or Attendance** may impact final participation. Discretion is left to the school administration to make final decision.

*\*As noted in California Education Code 48900, students who are actively under suspension or on an active order of pre-expulsion are prohibited from participating in any school sponsored activities.*

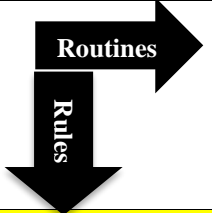
**VINA DANKS MIDDLE SCHOOL**  
**School-wide Behavior Expectations**



**School-Wide Behavior Matrix**

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

## Classroom Behavior Matrix

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