

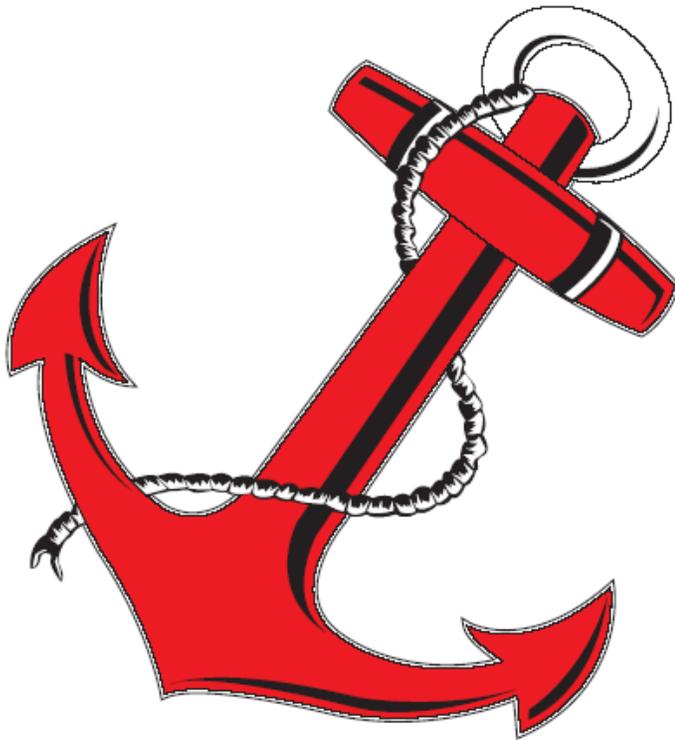
## Dana Middle School Student Handbook 2016-2017

### **Dana Middle School**

1401 S. 1st Avenue  
Arcadia, CA 91006  
(626) 821-8361  
Fax (626) 447-1965

Arcadia  
Unified School  
District

**A 2013  
California  
Distinguished School**



**1997-1998  
Blue Ribbon School  
of Excellence**

**Daniel Hacking, Ed.D.  
Principal**

**Mr. Jeffery Hunter  
Assistant Principal**

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## Directory

**Main Office**  
(626) 821-8361

**School Safety Hotline**  
(626) 821-4683

**Principal**  
Daniel Hacking, Ed.D.

**Assistant Principal**  
Jeff Hunter

**Counselors**  
Jennifer Ary

**School Office Supervisor**  
Kathy Navarro

**School Office Assistant**  
Mei Tan

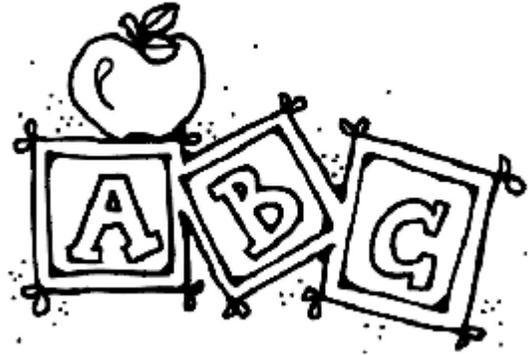
**Health Assistant**  
Tamara Goad

**Librarian**  
Cheryl Tarsala

**Custodians**  
Luis Fregoso  
Sergio Calcanas

**School Psychologist**  
Amy Graves  
Karina Herrera

**Speech/Language Specialist**  
Jaydene Davis



## History of Dana

Dana Middle School was built in 1954. It was originally opened as an intermediate school housing only 7th and 8th graders. In 1959 Dana became a junior high school with the addition of 9th grade. Joseph Bagnall was its first principal. First Avenue Middle School was started in 1919 and Foothills Middle school was completed in 1961. Our school was named after Richard Henry Dana, Jr. who was the author of Two Years Before the Mast.

Our central quad area on campus features an anchor similar to the one used on the Pilgrim, the ship made famous by Richard Henry Dana, Jr. In 1993 Dana underwent another major change as we became Dana Middle School with the addition of 6th graders and the transfer of the 9th graders to Arcadia High School. The entire school was remodeled in 1995, air-conditioned and equipped with the beginnings of state of the art technology. In 1996 we became A *California Distinguished School* and in 1997 we became A *National Blue Ribbon School of Excellence*.

**Dana Middle School  
Mission Statement**

The Dana Middle School community holds high expectations for all of its members. Our purpose is to create responsible citizens with a lifelong passion for learning and excellence. Through a variety of educational experiences, we strive to develop self reliance, integrity, and respect for others.

**Please go to:  
[www.da.ausd.net](http://www.da.ausd.net)  
to view Dana' School year Calendar**

Dear Students and Parents:

As Principal of Dana Middle School, it is my honor and privilege to welcome you to Dana for the 2016-2017 school year. The entire Dana Staff is excited to begin a new year of teaching and learning.

Please read this handbook carefully. It is your "user's guide" for Dana Middle School. Your handbook contains information about our school's services, policies, activities, guidelines, procedures and other general information. All students, parents, and staff members are responsible for reading the handbook prior to the opening of the new school year. I recommend that you bookmark Dana's website on your computer so that you can refer to it when you have a question about Dana.

I encourage all students to seek ways to be involved in our school and the Dana community. Your involvement strengthens the bond between our school, your family, and our community.

Again, on behalf of the Dana faculty, staff, PTSA, and the many support groups that help make Dana such an outstanding place to live and learn, I extend our warmest welcome to you as we begin the new school year.

If you have any questions regarding Dana please call us at 821- 8361. Our school office hours are 8:00 A.M. to 4:00 P.M. Monday through Friday.

Welcome aboard!

Daniel Hacking, Ed.D.  
Principal



## Dana at a Glance

### Hours

8:14 a.m. ....1st Period starts  
3:00 p.m. ....School day ends (M, T, Th, F)  
2:00 p.m. ....School day ends (Wednesdays)  
4:00 p.m. .... School office closes

### School Colors

Red and White

### School Flower

Red and White Carnation

### School Motto

Let Learning Be Our Compass and Our Light

### School Symbol

Anchor



### Official School Name

Richard Henry Dana Middle School

### Athletic Nick-Name

Mariners

### School Song

Dana the Mariners, Hail red and white.  
Honor and loyalty forever we will  
FIGHT, FIGHT, FIGHT, FIGHT  
Full speed ahead we'll sail  
To reach our goals.  
Our course is straight and true,

## **Parent/Student Portal**

The Parent/Student Portal is a valuable tool in the student's education and the primary source for checking student grades since progress reports are no longer mailed home. We encourage students and parents to check grades regularly on PowerSchool via the Parent/Student Portal which can be accessed from the Dana Middle School Webpage at [da.ausd.net](http://da.ausd.net).

Once students or parents are logged into the Portal, they can view the student's grade book for each class which will allow them to check on the student's grades, and see which assignments have been turned in and which ones are missing. Students and parents can also see all the tests that have been given for each class and the grade the student received on each test.

Along with viewing the student's grades, students and parents will be able to view the student's class schedule, attendance, and contact his/hers teachers via email. Teacher's email accounts are easily accessible through the Portal.

The Parent/Student Portal is a valuable tool which allows both students and parents to check grades, but also can be a tool to spark conversation about how students are doing in school, problem solve academic issues a student may be having, and communicate with the teachers.

If you have issues accessing the Parent Portal please contact the Dana Middle School Front Office and they will assist you.



### WHAT Should I Do If?

I arrive early?

Except on days when it is extremely cold or raining, students will remain in the patio area or in the quad area. Remember, there is no supervision on campus until 15 minutes prior to school starting. Students should arrive on campus no more than 15 minutes before school starts.

I am late?

Bring a note from home and report to the attendance office to get a tardy pass.

I must leave early?

Bring a note from home and give it to the attendance office BEFORE school starts.

I have a personal problem?

Talk with your teacher or to the counselor.

I have trouble in class?

Talk to your teacher or the counselor.

My parents want a conference with a teacher?

Parents can call the school at 821-8361 to make an appointment to talk or meet with individual teachers.

I must leave the classroom?

Ask your teacher and get a hall pass from that teacher.

I am moving?

Bring a note from home and give it to the office prior to your last day.

I need a new ID card?

Bring \$5.00 to the office and fill out a request to have another one made.

I want information about peer tutoring?

See Ms Ary in the Office.

I feel ill, have a fever?

Tell your teacher and he/she will give you a pass to the Health Office.

### Expectations for Students

It is expected that students will display good conduct. Good behavior is appreciated and rewarded. These expectations were compiled by a team of teachers, students and parents.

- ⇒ Bring signed material from home.
- ⇒ Arrive to class on time.
- ⇒ Come to class with necessary materials.
- ⇒ Move through the hallways in an orderly manner.
- ⇒ Use hall passes appropriately.
- ⇒ Limit the display of affection.
- ⇒ Follow school and classroom rules.
- ⇒ Follow lunch time procedures.
- ⇒ Wear appropriate clothing.
- ⇒ Respect school property and the property of others.
- ⇒ Use appropriate language.
- ⇒ Settle conflicts appropriately.
- ⇒ Treat peers with respect.
- ⇒ Treat staff with respect.
- ⇒ Conduct yourself respectfully in the community.
- ⇒ Complete homework on time.
- ⇒ Write in your student planner on a daily basis.

## Special Days

Throughout the year special days are planned for student involvement and enjoyment. The year's activities might include 6th grade Earth Day, 7th grade Asian Culture Day and Medieval Day and 8th grade American Heritage Day. Other theme days are offered at Dana and will be determined by the student council.

## Student Council

The student council has been designed to facilitate communication between the students, teachers, administrators, and the Board of Education. A representative and alternate will be elected from each Advisory classroom. Each student will have a voice in decisions concerning school policy, activities, social events, student welfare, student conduct, budget, and many other factors of school life. The council will serve as a tool through which students, teachers, and administrators can express concern over the things which affect the school. Student council officers are elected each semester and will meet on a daily basis as the executive board of the student council.

## Assemblies

Dana Middle School students will enjoy several assemblies throughout the school year. All students will demonstrate courteous behavior in school assemblies. Students should give full attention to the performers on stage and show appreciation only through clapping hands.

## Other Activities

After School Tutorial Program  
GATE Program  
Intramural Sports Program  
Lunchtime Clubs Program  
Yearbook Staff  
Drill Team/Flag Team

## Eligibility Requirements

To participate in extra curricular activities, students may be required to meet specific standards related to minimum GPA (Grade Point Average), behavior/citizenship, work habits, or any other criteria that the administration or activity advisor deems necessary. Students who do not meet these requirements may be removed from the activity in which they are participating. Students who have severe disciplinary issues or are suspended from school may be removed from any extra curricular activity. Consult the school office or activity advisor for information about eligibility standards for extra curricular groups.

## Awards

Dana Middle School students are given special recognition for excellence in scholarship, achievement, behavior, improvement and attendance. Certificates or special assemblies are given each year to acknowledge these students.

Students are recommended by each grade level for recognition as students of the month. A student may be selected who meets one or more of the following criteria: significant, overall contribution to the school, outstanding academic standing, outstanding citizenship standing and significant accomplishment in a particular area. Special recognition is given to these students each month and their names are placed in a prominent place in the school office.

A selected 6th, 7th and 8th grade student who exhibits courage, honor, leadership, scholarship and service receive recognition at the end of the school year. This very special award is called the Rotary Student of the Year Award.

## Presidential Academic Fitness Award

The Presidential Academic Fitness Award was established by President Regan on September 1, 1984. The purpose of the award is to encourage students to reach the highest levels of their academic ability. The Presidential Academic Fitness Awards are awarded to students at the exit of elementary school, middle school and high school. The minimum criteria for this award are:

1. Attained a B+ average or equivalent accumulated in middle school (6th, 7th and the first semester of the 8th grade).
2. The minimum GPA must be 3.5 (this does not include PE).

## Dana's Academic Honors & Recognition Programs

Dana Middle School has three distinct honors which any student can achieve - regardless of identification in any special program, such as RSP, SDC, ELD, GATE, or Differential Standards. Our goal is to recognize and honor **all** students for their individual efforts in relation to their academic progress.

In all Recognition Groups, students must be enrolled in six classes where marks/grades are earned. "A" = 4, "B" = 3, "C" = 2, "D" or "F" = Zero points.

Other criteria are as follows:

## "Order of the Anchor"

### **STRAIGHT A's:**

Students with a 4.0 GPA each semester will qualify for recognition in the Straight A category.

These students will have a separate alphabetical listing with the other Straight A students and their names will be posted on campus.

### **Principal's Recognition Roll:**

Students must earn a 3.5 - 3.99 each semester. These students will have a separate alphabetical listing and the names will be posted on campus.

### **Honor Roll:**

Students must earn a 3.0 - 3.49 in any one semester at Dana Middle School.

These students will have a separate alphabetical listing and the names will be posted on campus.

**At the 8th grade Promotion Assembly** - the students who have earned a cumulative 4.0 GPA, and have met the **STRAIGHT A** semester Recognition guidelines each semester while at Dana (excluding the final semester of 8<sup>th</sup> grade), will be recognized for this ongoing achievement. They will earn a certificate for this commendation. Students who have earned the distinction of being on the **Principal's Recognition Roll** each semester while at Dana (excluding the final semester of 8<sup>th</sup> grade) will be notified then asked to stand for recognition during the assembly. Individual certificates will be handed out to these students.



## Attendance Policy

1. Good attendance is absolutely necessary for success at Dana Middle School. Regular daily attendance is expected of all students. Attendance has a great effect on grades and your attendance becomes part of your permanent school file.
2. Students should not arrive before 7:45 a.m. unless they have a "O" period class. School starts at 8:15 a.m. and "O" period starts at 7:20 a.m.
3. Students may not leave the school campus without administrative permission. This restriction covers the entire day, from the initial arrival on campus to departure at the end of the school day. Students may not leave school after arriving in the morning. Students may not leave school to go out for lunch. A student is considered truant if he or she fails to follow this rule.
4. Absence is excusable only for very specific reasons as outlined by the State of California. Please refer to the Parent Guide to School Attendance (see Table of Contents).
5. If a student is absent from school for any reason it is necessary to give notice to the school. The notice must be in writing from the parent or guardian. The written notice **MUST** accompany the student to school on the day of their return to school. All students **MUST** check in with the attendance office **BEFORE** attending any classes. All absences are accountable under school law. You will only be allowed one school day to bring a written excuse from home before disciplinary consequences are assigned. Truancy will result if no note is turned in.
6. A telephone call concerning any absences is not acceptable. All absences must be verified by a written note from a parent or guardian.
7. The discretion of the school authority will prevail in attendance related issues.
8. Before a student is readmitted to school after an absence, a written excuse note that is signed and dated from the parent or guardian giving the exact reason for the absence **MUST** be presented to the attendance office **BEFORE** school starts in the morning.
9. The written note should contain the student's name, date(s) of absence, specific reason for absence, student grade and student ID number. The note must also be signed by a parent or guardian.
10. Forgery of any notes turned into the school is unacceptable. Notes signed by any other person except the parent or guardian is considered forgery. Disciplinary consequences will result in all forgery matters.
11. A readmit slip will be issued by the attendance office for all absences. The readmit slip must be shown to all teachers who teach the student. The student will have each teacher initial the readmit slip to verify absence from that class.
12. If a student is absent from school for more than two days, a parent should notify the school by telephone if possible.

## Truancy

Students are required to attend school. Absences not excused by parents or guardians are truanancies. Teachers may require students to make up assignments.

- ⇒ The first truancy will be referred to the Administrative Designee for appropriate disciplinary action. Parents will be contacted. Four (4) hours of Saturday school will be assigned.
- ⇒ The second truancy will be referred the Administrative Designee and a parent conference will be held involving the student and the counselor (if desired). Two sessions (8 hours) of Saturday school will be assigned.
- ⇒ Continued truanancies will be referred to the School Attendance Review Team (SART) or to the Los Angeles County School Attendance Review Board (SARB).

## Tardy Policy

When students are late for school for any reason, a note MUST accompany the child to school and be given to the attendance office. All students must report to the attendance office before going to class. Good attendance is the single most important key to success in school and work. Attendance means more than coming to school. It means coming to school on time and getting to and from class in a timely manner. Tardiness will not be tolerated. Between classes, students have 4 minutes of passing time, which is enough time to reach any part of the campus. A detailed tardy policy is included in this handbook (see Table of Contents).

## Making Up Work

Work missed because of absence can be, and often needs to be, made up on the student's return to school. Make-up provisions vary depending upon the type of absence. Teachers are granted discretion in setting deadlines for make-up work within these guidelines:

1. Students shall be given the opportunity to make up school work missed because of an excused absence or suspension and shall receive full credit if the work is turned in according to a reasonable make-up schedule.
2. Teachers may require a suspended student to complete any assignments and tests missed during suspension.
3. Students who miss schoolwork because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such make-up work as necessary to ensure academic progress, not as a punitive measure.

## Independent Study

This is primarily for students who will be absent/out of town for 5 or more days due to family vacations or other personal matters. This is not for students who are out due to verified illness. Advance notice (one week minimum) in writing from a parent or guardian must be given. Please read the independent study contract available in the school office for specific requirements.

## Asking for Extra Help

Teachers are available for special help before or after school. The student should make an appointment with the teacher to get extra help whenever he or she cannot master the material during regular class sessions. Arrangements to meet the teacher must be made in advance because teachers often have meetings or other responsibilities outside of regular class hours. Dana Middle School also offers Peer Tutoring in the Library afterschool several days a week. Please check with the office for more specific details.

## Requesting Work During Absences

Make-up work can be requested on the third (3) day of absence for students who are ill and unable to attend school for three or more days. Parents may call (626) 821-8361 to request make-up work. Calls for homework MUST be received before 8:45 a.m. in order to be picked up by 4:00 p.m. Calls received after 8:45 a.m. may not be available until the next school day. If you are aware of an extended absence, please contact the school and request assignments.



## Detention

After school detention is used as a disciplinary aid in improving some of our students' behavior, tardiness, and truancy. Twenty-four hour notice is given to the student. Detention is 30 minutes in length. Detention begins at 3:05 p.m. and ends at 3:35 p.m. It is the responsibility of the parent of each student in detention to make arrangements for his/her child's transportation needs at the end of the detention period. It is the responsibility of the student to inform the parent or guardian of any assigned detentions.

### Rules for Detention:

1. Each student must attend detention on the day that they have been assigned.
2. Students must be on time to detention. No tardiness will be tolerated.
3. Students must come prepared with appropriate study materials.
4. There is to be no talking, standing up, moving around during the detention period.
5. Each student assigned to detention is expected to take care of all personal needs or problems BEFORE he/she enters detention.
6. Any disruption during detention by individual students will result in their removal from detention and further disciplinary action will be taken.
7. Students who do not serve after school detention or who are tardy to detention may be assigned double detention time or may be assigned further disciplinary action which may include suspension or Saturday School.

### Coming to Class Prepared

Middle school students are expected to report to class with all materials needed to participate fully in class activities. The school does not supply paper, pencils, pens, etc., for students.

## Students Who Must Leave Campus During School Hours

Parents are encouraged to secure non-school hour appointments for dental and medical examinations so that important class work is not missed. The following procedure MUST be followed in order to leave campus:

1. Bring a written and signed note from a parent or guardian given the reason for leaving campus early.
2. Submit the note to the attendance office BEFORE school starts.
3. An off campus permit slip will be issued by the office. This slip must accompany you while you are off campus.
4. The off campus permit must be signed at his/her destination and then returned to the school office on your return to school.
5. If you return before the school day ends, report to the office with the signed off campus permit. A readmit slip will be issued that needs to be signed by all the teachers whose classes were missed.
6. Upon returning to school the following day, present the signed off campus permit to the attendance office BEFORE school starts. A readmit slip will be issued and must be signed by all teachers whose classes were missed.

### Code of Conduct

Classroom instruction is the keystone of public school education. Student behavior, within or outside the classroom, which inhibits the instructional process automatically becomes a disciplinary problem. Infringement on the inherent rights of staff and students cannot be permitted. Your good behavior and your respect for the feelings of others will insure the best possible school and learning environment for a successful year.

## Cheating Policy

Definition of Cheating: ***Cheating occurs when a student chooses to use sources or materials that are defined as unacceptable by the teacher on assignments and/or tests. Cheating includes communication with anyone except the teacher for the reason of obtaining answers to questions during a test.***

Cheating on test and copying or sharing individually assigned homework or projects is not acceptable at Dana Middle School and the following consequences may be imposed at the discretion of the teacher:

**Students caught cheating on tests/class work/homework will be informed and the following consequences may be given at the discretion of the teacher:**

1. Shall receive a “o” or no credit grade on the assignment.
2. Shall be given no opportunity for make-up.
3. A phone call made to the parents informing them of the incident.
4. A report filed with the Assistant Principal and documentation may be made in the student’s electronic discipline file.

**In addition to the above, subsequent violations of this rule may result in:**

1. Lowering of the citizenship grade.
2. Parent conference with the teacher.

Any staff who suspects students of copying a homework assignment from unacceptable sources should confiscate all of the student’s papers in their original form and place the suspected work in the hands of the teacher who gave the assignment. It will be up to that teacher to determine whether or not cheating has taken place.

If cheating is determined to have occurred, the consequences listed above may be imposed.

## Computers

### (Acceptable Use Policy)

All students must have a completed AUSD Acceptable Use Policy on file before using school computers. A copy of this policy is located in this handbook. Students must abide by the acceptable use policy or lose computer privileges and face further disciplinary actions.

## Out of Bounds Areas

Students will be in areas visible to a supervisor at all times while on our campus. Areas that do not meet this standard include, but are not limited to, behind the locker room, alley behind the cafeteria, the stage area, and the parking lot. The North Field is off limits before school, during break, during lunch and after school.

## Personal Property at School

Coats, book bags, band instruments, and other articles of value should be labeled. It is best not to bring anything of value, especially large amounts of money. If you lose something, check first with your teachers. Then look in the lost and found cabinet. Claim lost items promptly. Unclaimed clothing is donated to charity at the end of each semester. The school cannot be liable for loss of student property. Cell phones, MP3 players, cameras, toys, games, watches, large sums of money and other valuable items should not be brought to school. Students should never leave backpacks unattended.

## Student Release

### Harassment

It is unlawful and against school, district, and the State Education Code to harass a student because of sex, race, color, national origin, ethnicity, religion, age, or physical or mental disability. This includes verbal, visual, or physical conduct that is considered offensive to the individual. Students may be suspended and/or recommended for expulsion if it is determined that the student has committed sexual harassment, it is determined that a student participated in an act of hate violence or it is determined that a student intentionally engaged in harassment, threats or intimidation directed directly against a student or group.

### Closed Campus

Safety and security are essential to a happy, healthy and productive learning environment. To insure the safety and security of all students, Dana is a closed campus. Permission is always required to leave campus. This requirement is in effect for the entire day from arrival on campus to departure at the end of school activities. Written permits to be off campus are issued in the office when a valid note from a parent or guardian is presented. Permits are carried by the student, signed at his/her destination and returned to the school office.

### Visiting the School

Parents are welcomed and encouraged to visit Dana often. Please check in with the office staff prior to visiting a classroom. Visitors must obtain a visitor's pass from the school office staff. The campus is closed to all student visitors from other schools. We ask that parents arrange for extended classroom visits by calling our office 24 hours in advance.

In the event of a major disaster, the students will be safely evacuated to the field. The site disaster container in this location will enable the staff to provide additional medical, survival, and sanitation supplies.

Parents are requested to enter the field through the gate in the North parking lot, locate their children on the field and provide identification to the school staff at the gate **prior** to leaving school grounds.

### Articles not Allowed in School

Students are forbidden to possess drugs, a firearm, knife, or other dangerous objects at school or at any school activity. Dangerous objects may include lighters or matches, pocket knives, Xacto knives, razor blades, laser pointers, slingshots, brass knuckles, ninja stars, firecrackers, and other explosives. Other items that are considered dangerous will be left to the discretion of the school administration. This includes facsimile or look alike items. Possession of a weapon will result in suspension and recommendation for expulsion even for a first offense. A student in possession of a deadly weapon will be remanded to the custody of law enforcement authorities. Students will be recommended for expulsion if they possess or sell drugs at school or at a school sponsored activity.

### Dana's School Safety Hotline

Keeping Dana Middle School a safe place is everybody's business. If anyone knows of weapons, drugs, vandalism, graffiti or other activities which threaten the safety or security of Dana students, staff or campus, call the Dana School Safety Hotline number (626) 821-4683, 24 hours a day. Your phone call can be made anonymously if you wish. Anyone is welcome to call the hotline at any time if they suspect any of the above mentioned items.

**Cell Phone Policy**  
**Smart Phones, Cell Phones, and Electronic Devices**

Students may possess electronic signaling devices at school per California state law and AUSD Board policy. This includes items such as cell phones, smart phones, and other signaling devices.

Student phones must be turned off during class unless the student has been given permission by the teacher to use the phone. If a cell phone or electronic device creates a disturbance in class, or causes a disruption during school activities, it may be confiscated by school personnel. While the device will be returned to the student by school personnel, repeated violations of the policy may result in further disciplinary action.

The use of individual student telephones includes making phone calls, receiving phone calls, vibrating or generating sounds, playing video, text messaging, accessing the Internet, utilizing applications, capturing photographs or video, or using any other electronic function. A disruption of school activities (EC 48900 [k]) may also be deemed to have occurred when the device is taken out during a class period and passed around or shared with other students. Cell phones should remain off at all times to avoid student infractions.

Students are not allowed to use the camera function or any audio/video recording function of the smart phone on campus without the explicit permission of the Principal or his/her designee, and without the consent of the subject being photographed or filmed, including before, during, or after school, and at school-sponsored events. No recorded images from a student's electronic signaling device may be shared with the greater public including but not limited to, social networking sites, printed materials, email, instant messaging, video chat, picture mail, or any other present or future public forum.

Any attempt to use an electronic signaling device to bully, harass or intimidate a student or staff member, will result in immediate school disciplinary action(s) including, but not limited to, detention, suspension, expulsion, and/or notification of appropriate law enforcement agency.

Electronic devices brought to school are the sole responsibility of the owner and are brought to school at the student's own risk. The school does not assume responsibility for lost or stolen electronic devices. School resources will not be used to investigate lost or stolen electronic devices. Students are encouraged to leave electronic devices at home

## Counseling Services

The school counselors, Ms. Jennifer Ary and Mr. Andrew Poon, are available to students and parents of Dana Middle School Monday through Friday. Some of the services available include conferencing with students concerning academic, career, personal, and social issues. The counselors coordinate and assist in school program planning and the work with parents, teachers, and students regarding grades, progress, and testing. They are also available for students who may have personal concerns at home or at school. In addition, they provide support for study skills and organization.

National standards in counseling are becoming well-known throughout the country. The focus of the National Standards is to assist students in academic, career, and personal and social development. Our primary concern is that each student improves in each of the categorical areas so that they may be successful in the 'real world' after middle school and high school. If you need to talk a counselor, you are welcome to drop by at anytime, however, to secure an appointment time, please call the Dana Middle School Office and schedule an appointment.

## Health Assistant

A Health Assistant is on duty from 8:15 a.m. to 2:45 p.m. daily. She is the consultant for students concerning health problems. The health assistant issues excuses from physical education, gives first aid for injury or sudden illness sustained at school, contacts parents when necessary, maintains health records, supervises vision and hearing examinations. The health assistant does not provide medications (including aspirin). The health assistant oversees prescription medications

## Medication

If it becomes necessary for a student to take any form of medication at school, a signed Physician's Recommendations for Medication form must be presented to the health assistant. A copy of this form is located in the Health Office. All medication will be kept in and dispensed through the office. Students may not carry medicine (prescription or over the counter types, including inhalers) around school or store it in their backpacks.

## Lunch

Lunches are available from the school cafeteria, either a la carte or box lunch inside the cafeteria or snack items and beverages from the outside eating area. Students may bring a sack lunch and eat in either area. The cost of an adequate lunch is \$4.50. Students have 40 minutes for lunch.

## Cafeteria

Cafeteria services are available on a cash or pre-paid basis. A wide range of food is available. Students are expected to dispose of their own litter in the trash containers. Students may not leave the eating area during the lunch period without staff permission. Appropriate behavior is expected from students at all times. Lunch clean up may be assigned for inappropriate behavior. The cafeteria does not provide change for bills larger than \$20.00



## Speed Line

Our cafeteria operates a speed line to serve more students faster with better quality food items. In order for the speed line to operate efficiently, students must have their money ready to present to the cashier at the end of the line or be ready to enter their ID # on the number pad. A menu will be posted at the entrance to the line. Further details will be provided on the first day of school.

## Lost or Damaged Textbooks

Each student is responsible for all books, locks, equipment, etc., that are issued to him/her. If some material receives more than normal usage or is defaced, a fine must be paid. If material is lost, the student must pay for its replacement before new material is issued. Yearbooks and grades may be delayed until the student's account is cleared. If the lost material is found, bring the receipt to the office and your money will be refunded. Students must provide and install a protective covering on each book.

## Office Telephone

The Office phone is used for emergencies only. Students must have permission from the Office Supervisor to use the phone.

## Dana P.R.I.D.E.

Everyone should take pride in our school buildings and the school grounds and do everything that you can do to keep it clean and attractive. Students are expected to pick up paper and litter from the classroom and hallway floors at the end of each class period. Please be a thoughtful citizen and pick up paper and rubbish when you see it instead of walking by it. Students marking on or damaging school equipment or property in any way will be required to clean the article. Parents and students are responsible for damage to school property or materials loaned to the students.

## Lost and Found

Books, clothing, money and other property found in and around the school should be turned in to the school office immediately. Students losing property should make a thorough search in all likely areas and inquire at the school office. Lost and found is located next to Room 4 on the East wall.

## Change of Address or Telephone Number

It is essential that students notify the office at once of any change in address. In case of an emergency the school must be able to contact the home immediately. It is required that all students have an emergency card on file. If work numbers change the office must be notified. If students are leaving school during the school year to transfer to another school, the office must be notified prior to the student's last day of school. Clearance papers must be processed by each teacher and the office before the student is officially removed from the school attendance list.

## **Bicycles, Skateboards, Roller Blades, Scooters, & Roller Skates**

Bicycles, skateboards and scooters must be parked in the racks provided and secured with a dependable lock. Bicycles, skateboards and scooters may not be ridden on the school campus or adjoining sidewalks. All riders are expected to comply with all applicable traffic laws. Helmets are required by law and school rules. Students not wearing helmets will not be allowed to ride bicycles, skateboards or scooters to school. Failure to comply with school safety regulations will result in confiscation and/or other disciplinary consequences.

Roller Blades, roller skates, and shoes with wheels are not allowed at school.

## **Fire Alarms**

The purpose of the fire alarm is to get help when someone suspects that there might be a fire. If a student pulls a fire alarm when there is no indication of a fire, these are the consequences for such an action:

1. Minimum of 4 hours of work/service.
2. A fine of up to \$200.00 if the alarm company needs to reset the alarm.
3. A fine of up to \$1,000.00 if the Arcadia Fire Department comes to campus.
4. Parent conference mandatory.
5. School suspension.

## **Vandalism/Tagging**

Dana prohibits the writing of graffiti on school property or any school item including notebooks, books, binders, clothing, homework, or any other object that is brought to school. Vandalism is a punishable offense and will be dealt with severely.

## **Library**

The school library has a wide range of books and other study materials suitable for middle school pupils. Most books may be checked out for a two week period. All students must have an ID card with bar code information in order to check out books and/or materials.

## **Dana Middle School Reading Class Guidelines**

The purpose of this notice is to inform you of the goals and requirements of the reading class in which your student is participating in at Dana. All students and staff participate in a reading class.

The goals of the reading portion of advisory class are (a) to improve the reading skills of all students through daily pleasure reading, (b) to communicate to our students the importance of reading as an essential skill for success in school and in their future occupations, (c) to promote reading as an enjoyable recreational activity.



### Reading class guidelines continued

1. All students are required to enter the classroom quietly.
2. All students are required to bring a pleasure-reading book to class each day.
3. All students are required to participate in reading activities for the entire class.

Grades are assigned for this class in the citizenship and work habits column only. An “S” is given to students who perform the above “3 Basic” consistently. An “N” grade is given to students who need to improve and a “U” is assigned to students who consistently do not meet the requirements.

It is the responsibility of the student to bring a reading book each day. We encourage you to help your student select reading books as well as discuss what has been read. We strongly suggest students read quality books. Books such as joke books and comic books are not allowed. Magazines and newspapers are not allowed unless the student is reading a specific article and teacher permission is obtained. Students may checkout young adult books from our library or bring books from home. Students are not permitted to study or do homework during the reading class. It is our belief that the preceding guidelines ensure a quality reading experience for everyone.

Generally, when any of us finish reading a book, we place it on a shelf or in a box and forget it. If you have any books, which you believe might appeal to our Dana students, please send them to our school office with your Dana student. We’ll make great use of them. We will send them to classrooms as resources for students who are looking for a reading book. Thank you.

### Physical Education Program

Dana’s PE program is an important part of the middle school curriculum. Physical education learning and conditioning activities are carefully planned. We ask that parents support this program as enthusiastically as any other aspect of the curriculum. Students are required to have a set of PE clothes. As part of good hygiene, we expect the students to take their clothes home for washing on the last day of each week. After the third day of school, students are expected to bring their PE clothes and they are expected to dress out and actively participate in physical education activities. There is a five minute changing period before class starts and after class is over. Detailed instructions regarding the expectations of the PE class and the requirement for PE clothes will be given the first two days of school.

#### PE Clothes

T-shirts, shorts and sweatshirts may be purchased at school through the Front Office. Socks and tennis shoes are also required. (Slip-on tennis shoes are not acceptable.) Shoes with laces are required. Names should be written or stitched on the T-shirt, last name first, then first name, as well as on the back of the T-shirt ; on the shorts, the last name and first initial on the left leg; on the shoes, last name on the side of the sole. The school will provide a lock for each child to use at school. The school is not responsible for damage to or theft of locker contents.

#### Non-Participation in PE

If a student is unable to physically participate, he/she will be asked to complete a non-participation form. Refer to the Dana Physical Education pamphlet. A note from home will excuse your student from physical activity for up to three days. If your student needs to be excused from physical activity for more than three days, school policy requires a doctor's note be sent to the Health Office and the health assistant will process the PE excuse. These students will be sent to the library and will complete a physical education assignment.

## Associated Costs at Dana

The following classes and certain clubs have material fees associated with them for the school year and would affect only those students that are enrolled in these elective courses. Teacher will supply a list of fees and supplies at the beginning of class:

### Art

### Creative Home Arts

### Homemaking 6 or 7/8

### Co-ed Cooking

Additional fees for the school year:

### Intramural Sports

\$5.00 per sport  
(if participating in an inter-middle school game)

### ID Cards

All students at Dana Middle School will be issued an ID card free of charge. The card contains the student's name, photo, bar code, school ID number and current school year. Students should carry the ID card with them at all times. ID cards are needed to purchase dance tickets, be admitted to dances, check out books from the library, admittance to school activities and athletic games at Arcadia High School. Replacement ID cards will be made for a fee of \$5.00 per reprint. Please allow 1-2 weeks for a reprint of an ID card.

## Notebook Checklist

### Some Suggested Items:

Do you have the following items?

- ⇒ Large (8 1/2 x 11) 3 ring loose-leaf binder
- ⇒ Pencil case or holder with plenty of extra pencils
- ⇒ Pens
- ⇒ Eraser
- ⇒ Reinforcement tabs
- ⇒ One major section for each subject
- ⇒ Subdivisions for each subject as prescribed by each teacher
- ⇒ Student planner
- ⇒ Clean writing paper

## Forbidden at Dana

Do not bring to school or have in your possession any of the items listed below.

- |                     |                     |
|---------------------|---------------------|
| √ Drugs             | √ Lighters          |
| √ Knives            | √ Firearms          |
| √ Weapons           | √ White out         |
| √ Alcohol           | √ Air Soft guns     |
| √ Tobacco products  | √ Toy guns          |
| √ Xacto knives      | √ Laser pointers    |
| √ Firecrackers      | √ Explosive devices |
| √ Spraying devices  | √ Aerosol Sprays    |
| √ Matches           | √ Paintball guns    |
| √ Nicotine products | √ Water guns        |
| √ Razor blades      | √ Sling shots       |
| √ Cameras           | √ Ninja stars       |
| √ Roller blades     | √ Roller skates     |
| √ Permanent Markers |                     |

**This list may not be complete. The discretion of the school authority will prevail.**

## ***Dana Middle School Bell Schedules***

### **REGULAR BELL SCHEDULE (Mon., Tues., Thurs., Fri.)**

Advisory 8:14-8:44  
 Period 1 8:48-9:38  
 Period 2 9:42-10:32  
 Break 10:32-10:44  
 Period 3 10:48-11:38  
 Period 4 11:42-12:32  
 Lunch 12:32-1:12  
 Period 5 1:16-2:06  
 Period 6 2:10-3:00

<sup>^</sup>Refer to the Period Rotation Schedule for the day of the week and the correct period order.

### **QUALITY TIME SCHEDULE (Shortened Day) Wednesdays**

1st Bell 8:10  
 Period 3 8:14-9:03  
 Period 5 9:07-9:52  
 Break 9:52-10:04  
 Period 6 10:08-10:53  
 Period 4 10:57-11:42  
 Lunch 11:42-12:22  
 Period 1 12:26-1:11  
 Period 2 1:15-2:00

Students Dismissed 2:00

### **MINIMUM DAY SCHEDULE**

Period 1 8:14-8:49  
 Period 2 8:53-9:28  
 Period 3 9:32-10:07  
 Break 10:07-10:18  
 Period 4 10:22-10:57  
 Period 5 11:01-11:36  
 Period 6 11:40-12:15

<sup>^</sup>Refer to the Period Rotation Schedule for the day of the week and the correct period order.

## **Period Rotation Schedule**

<b><i>Monday</i></b>	<b><i>Tuesday</i></b>	<b><i>Wednesday</i></b>	<b><i>Thursday</i></b>	<b><i>Friday</i></b>
<b>Advisory</b>	<b>Advisory</b>	<b>3</b>	<b>Advisory</b>	<b>Advisory</b>
<b>1</b>	<b>2</b>	<b>5</b>	<b>5</b>	<b>6</b>
<b>2</b>	<b>3</b>	<b>Break</b>	<b>6</b>	<b>1</b>
<b>Break</b>	<b>Break</b>	<b>6</b>	<b>Break</b>	<b>Break</b>
<b>3</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>2</b>
<b>4</b>	<b>4</b>	<b>Lunch</b>	<b>4</b>	<b>4</b>
<b>Lunch</b>	<b>Lunch</b>	<b>1</b>	<b>Lunch</b>	<b>Lunch</b>
<b>5</b>	<b>6</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>6</b>	<b>1</b>	<b>QT</b>	<b>3</b>	<b>5</b>

## DISCIPLINE PHILOSOPHY AND POLICY

We are proud of our longstanding tradition of academic excellence at Dana Middle School. We believe that everyone should be treated with dignity and respect. We offer a comprehensive program that affords many opportunities for students to succeed. We maintain high behavioral expectations that ensure a safe and orderly campus. We believe everyone benefits from an environment which promotes student learning and accountability. We believe that a partnership between parents and the school is essential in meeting the ever-changing needs of our students. We believe this partnership is a shared responsibility, which has become increasingly important in meeting the diverse needs of our student population.

### DEFINITION

1. Discipline is teaching students to make appropriate choices in a positive environment.
2. Discipline is clearly defined guidelines and expectations with an understanding of the appropriate possible consequences.
3. Discipline is reinforcement and incentives for desired behavior.
4. Discipline is developing the habits and attitudes needed for good self-control.

### RESPONSIBILITIES

1. The student is responsible for:
  - a. Behaving in the classroom and on campus in a manner that does not disturb or interfere with the rights of others.
  - b. Respecting the authority of teachers and other school personnel to enforce district policies and school guidelines.
  - c. The appropriate care and use of school property.
2. The parent is responsible for:
  - a. Reviewing school guidelines and regulations with students to ensure that all are familiar with and understand the standards of conduct expected by the school.
  - b. Cooperating with school officials in carrying out disciplinary measures when such action is necessary.
  - c. Reinforcing appropriate behavior of students in the home.
  - d. Developing an interest in the student's academic and other school related activities.
3. The teacher is responsible for:
  - a. Establishing classroom management that encourages proper behavior and gives every student the opportunity to learn.
  - b. Assisting in the development and enforcement of school guidelines.
  - c. Communicating with parents and students regarding academic performance, recognition for progress, and discipline.
4. The administration is responsible for:
  - a. Enforcing the discipline policy within the existing district policies, state laws, and federal laws.
  - b. Supporting teachers by holding conferences with disruptive students and, if necessary, their parents to obtain commitments to improve behavior.
  - c. Advising students and parents of possible consequences for continued violation of school guidelines and policies.
  - d. Ensuring that the due process rights of students are observed.

## General School Rules

The goal of school rules is to help students develop self-discipline. Students should know what is expected of them. Students need a structure within which to develop this self-discipline.

1. Students are to walk to/from class.
2. Students are to be in their seats before the tardy bell rings unless otherwise instructed by the teacher.
3. Students are to have their own pencil, pen, paper, and books upon entering the classroom unless otherwise instructed by the teacher.
4. Students must have a teacher/office issued hall pass to be in the corridors while classes are in session.
5. Students are expected to address all school personnel with the appropriate Miss, Ms., Mrs., Mr., or Dr.
6. Students are not to distract or interrupt other students who are in classes.
7. Students are expected to show respect for people and property. Profanity and vulgarity are not tolerated.
8. Prolonged embraces and other passionate displays of affection are inappropriate.
9. Students riding bikes, skateboards, and scooters to school must wear helmets as required by law. All bikes, skateboards, and scooters must be locked up in the bike rack next to the Library building. Bikes, skateboards, and scooters are not to be ridden on campus. Roller blades, roller skates, shoes with wheels, etc. are not permitted on campus and are not to be ridden to school.
10. Students are not to bring or sell gum, candy, sunflower seeds, etc. to school. Violators may be assigned campus cleanup, which may include scraping gum. Chewing gum is not permitted anywhere on campus.
11. Students are not to bring basketballs, footballs, soccer balls, tennis balls or any other form of athletic equipment to school.
12. Gambling or playing games for money is not allowed anywhere on campus.
13. Students are not to be in possession of the teacher's key.
14. Play fighting, hitting, punching, pushing, or any touching of another student is prohibited.

## DANA MIDDLE SCHOOL DRESS CODE

Student Dress must be appropriate for an Arcadia middle school setting. Students should use good taste in all aspects of grooming and clothing should be clean and in good condition.

Any Dress that: 1) disrupts school activity, 2) interferes with the educational process, or 3) poses a health or safety problem can constitute a dress code violation.

Dana's dress code is designed to support the learning process and maintaining a safe, secure and enjoyable environment for all of our students. The presence of certain types of clothing and attire can cause substantial disruption of, or material interference with, instructional activities and other school events. The following dress code guidelines are for during school hours and all school sponsored activities unless otherwise stated:

1. Baseball and bucket hats may be worn for sun protection. Baseball caps must be worn with the bill facing forward. Beanie or knit caps are also permissible. Bandanas and some colors and logos on baseball caps may be prohibited if they are considered gang apparel. All head gear must be removed while in the classroom, unless such head gear is medically/religiously required.
2. Sagging/baggy pants/shorts, hanging or oversized belts and chains attached to clothing or wallets are inappropriate and not allowed. Pants/shorts must be worn at or above the hips. Shorts must have at least a 2 inch inseam and fully cover the posterior.
3. Physical Education uniforms may only be worn in PE class, unless otherwise directed by school staff.
4. All footwear must fit snugly to the foot. Shoes and sandals must be in good condition. Bare feet and Flip Flops are not allowed. Sandals with a back strap are acceptable.
5. Clothing or jewelry bearing inappropriate or undesirable advertising, lettering, or symbols cannot be worn at school. Specifically, T-shirts, hats or other apparel representing drugs, tobacco, alcohol, sex, gangs, violence, etc., in word or picture may not be worn.
6. Beach wear, sheer or revealing garments, pajamas, torn clothing, and clothing with holes are inappropriate school attire. Bare midriffs, halter tops, backless tops, strapless tops, short shorts and revealing crop tops are inappropriate. Any top which does not cover the midriff when arms are at your sides is not appropriate. Tank tops are acceptable as long as the arm holes hug the armpit and the straps are at least 2" wide. Undergarments and bra straps must be covered and not visible.
7. A student's appearance may not detract or interfere with the learning atmosphere or process. Any clothing which has a disruptive influence is inappropriate. **The discretion of the school authority will prevail.**

**Complete information on special event dress codes will be brought home by your child prior to the event date. Your signature will be required as an agreement to comply with these requests in order for your son/daughter to be able to participate in these activities.**

## Lunch Procedures

1. Do not run to, from or in the lunch area.
2. If you are buying lunch in the cafeteria, students must be seated on a bench and wait until the proctor calls your table before you can get in line to get lunch.
3. All students must remain in the lunch area until the lunch supervisors tell them it is okay to go out to the basketball courts and field areas.
4. No food or drink is to be taken away from the eating areas. Students may eat in the quad or patio areas only.
5. The restrooms adjacent to the patio area between rooms 4 and 9 may be used during lunch.
6. The following school rules are in effect during the lunch period:
  - A. Pick up all your papers and trash before leaving your lunch area.
  - B. No cutting or saving places in line.
  - C. No throwing food.
  - D. Students may sit in the quad and patio area during lunch.
  - E. Dana is a closed campus and students are not allowed to leave the school grounds at lunch time. Off campus visitors are not permitted.
  - F. Students may not have food delivered to our school by outside vendors.
  - G. Parents are not to deliver lunches to students at anytime.
  - H. Parents are encouraged to pre-load money on their student's account (ID Card Number) for lunch purchases instead of sending cash with their student. Money can be loaded on the student's account by sending a check to the cafeteria or going to the AUSD Website.
  - H. The office will not deliver forgotten items from home: homework, notebooks, PE clothes, money, etc. Please bring your lunch, money, and other supplies for school with you in the morning.
7. The lunch period begins at 12:32 p.m. and ends at 1:12 p.m. On Wednesdays, lunch begins at 11:42 a.m. and ends at 12:22 p.m. The time may change for a special schedule.
8. All school rules apply at lunch time. The discretion of school authority will prevail.

# Dana Mariners

## Traffic Guidelines

The following information is designed to improve traffic flow and maintain safety for our students and parents and community members. Please read these guidelines carefully. If you have questions, we encourage you to call us before the first day of school. Everyone is responsible for following the new guidelines beginning on the first day of school.

### **DRIVERS**

- The designated areas for Student drop off and pick up are as follows: The North Parking lot by the Dana Gym; Santa Anita Avenue right behind the school, and the curb area just south of the school past the South Parking lot (Staff Parking Lot). The entire curb area in front of Dana is a red zone and is for bus parking only. Student drop off and pick up in this area is not permitted.
- It is not a safe practice to have students cross 1<sup>st</sup> Avenue to get to school. The school dissuades this practice and encourages parents to use the designated student drop off and pick up areas.
- Only southbound traffic will be permitted to enter the North Parking Lot.
- Visitor parking is available in the North Parking Lot by the Dana Gym.
- The South Parking Lot is for Staff only. Student drop off or pick up in this lot is not permitted.
- Staff cars, delivery trucks, and vehicles with handicapped signs may enter the South Parking Lot.

### **PEDESTRIANS**

- Pedestrians should cross First Avenue at Camino Real where there is a crossing guard or at Duarte Road where there is a light. Crossing First Avenue at any other location is not recommended. Please be advised that there is a crossing guard at the intersection of Camino Real & First Avenue and Santa Anita & LeRoy.

### **BICYCLE RIDERS, SKATEBOARDERS, SCOOTER RIDERS**

- Bicycle riders, skateboarders and students riding scooters must walk their bikes, skateboards or scooters on the sidewalk on the west side (school side) of First Avenue. Helmets are required by law for all bicycle riders, skateboarders, and students riding scooters under 18 years of age. Bikes, skateboards and scooters must be parked and locked in the bike racks located next to the music buildings.

We also encourage parents to drop their students off several blocks away from school. This will provide needed transportation without adding to traffic congestion and frustration.

We strongly encourage students to walk or ride their bicycles to and from school.

Dana is located in a safe neighborhood. Most students live within walking or bike riding distance. It is essential for the safety and welfare of our community that we reduce traffic volume and congestion at Dana.

**\*This traffic pattern will accommodate essential traffic only. It is very important that we all make plans to do more walking and bike riding this year.**

We appreciate your support. Together we can make this a healthier, safer, less congested school by following the guidelines and suggestions developed by our traffic committee.

Thanks for your cooperation.

## Parent Guide to School Attendance

The state attendance laws require regular school attendance and punctuality. Both the school and parents/guardian have a responsibility for enforcing these laws. Regular attendance is a key factor in the success a student achieves at school. The California State Education Code, the Arcadia Unified School District, and Dana Middle School recognize the following types of absences:

### **Verified Illness**

Illness, quarantine, medical, dental, or optometrist's appointments, funeral for a relative (immediate family), and subpoenaed court appearances.

### **Excused Absences not related to illness**

Funeral for non-immediate family member, all other court appearances, legal or business appointments, visits to other schools, family emergency or personal problems if verified by a parent, church conferences, civil service examinations/immigration, club or group function participating in community activity, automobile or bicycle transportation trouble if verified by a parent the same day, observance of a holiday or ceremony of the student's religion, and dial-a-ride delays to school.

### **Unexcused Absences Other Than Truancies**

Trips (unless an independent study contract has been completed), personal appointments, job related business appointments, oversleeping (exhaustion or fatigue), weather or traffic conditions, requests by parents to have students do shopping, run errands, work or baby-sit.

### **Truancies**

(Disciplinary consequences will be applied.) Students willfully missing a portion of a class, full class period, partial or full school day without valid reason and parental knowledge. Such absences may be reflected in the student's final grade. A student who has been reported truant three or more times per school year is deemed a habitual truant. Students are subject to referral to the Arcadia Unified School District Attendance Board or the Los Angeles County School Attendance Review Board.

### **Suspensions**

As designated by California Education Code 48900

### **Tardy Unexcused**

Late to school with or without a note with an unacceptable reason to include those reasons listed above for unexcused absences and the following: unverified transportation problems, oversleeping, studying, or weather/traffic conditions. Thirty minutes after the beginning of school a student is no longer tardy but will be counted as either an excused or unexcused absence.

**The discretion of the school authority will prevail in attendance related issues.**

## Tardy Policy

Good attendance is the single most important key to success in school and at work. Attendance means more than coming to school. It means coming to school on time and getting to and from class in a timely manner.

Our goal is to support students in developing good attendance habits. The following information is provided to insure a clear and consistent understanding about our school's standards and policies related to tardiness.

Students, who are not in their seat and ready to work when the tardy bell rings, are considered tardy unless they have a valid pass excusing the tardy. Students more than 10 minutes late to first period should report to the attendance office for a re-admittance slip. A Tardy to "o" period will be handled the same way as a tardy to any other period. The tardy policy is cumulative with respect to disciplinary action and grading purposes, on a semester basis. The Office handles any tardy to First Period. The following consequences will be applied to any unexcused tardy for periods 2 - 6:

- 1<sup>st</sup> unexcused tardy:** The teacher counsels and reviews the tardy policy with the student.
- 2<sup>nd</sup> unexcused tardy:** The teacher or designee counsels the student and contacts the parents.
- 3<sup>rd</sup> unexcused tardy:** The student may be assigned detention under the supervision of the teacher. A telephone conference with the student's parents is recommended.
- 4<sup>th</sup> unexcused tardy:** A notice indicating that the student may receive a "N" in citizenship is sent to the parents by the teacher. The student may be assigned detention under the supervision of the teacher.
- 5<sup>th</sup> unexcused tardy:** A notice indicating that the student may receive a "U" in citizenship is sent to the parents by the teacher. The student may be referred to the office for excessive tardiness. A parent conference may be held. The student may be assigned detention under the supervision of the teacher.
- 6<sup>th</sup> unexcused tardy:** The student is referred to the office. The office contacts the student's parent(s). The student may be assigned detention.
- 7<sup>th</sup> unexcused tardy:** The student may be put on an Attendance contract.

All consequences and disciplinary actions are progressive. Failure to appear for detention may result in a "doubling" of the amount of time scheduled for detention.

If the student reports late to detention or if they are disruptive, they may be dismissed from detention and their detention time may be "doubled". Repeated offenses may be viewed as defiance of authority.

Please note that middle school students are responsible for informing their parent(s)/guardian(s) about discipline, attendance issues and scheduled detentions.

Dana's policy provides that all students asked to serve detention are given a minimum of 24 hours advance notice.

Being tardy repeatedly to class may be considered defiance of authority. Serious disciplinary action may be taken.

## **Dance/Social Events Regulations**

Because we feel that social events are an important part of our experience in middle school, we want them to be fun and safe for every member of the student body. We present the following guidelines to insure successful events.

1. All students must have a Dana Middle School ID Card with them in order to purchase a ticket. Students will exchange the ticket for a wristband. Lost or stolen ID Cards may be purchased for \$5.00 at least one week before a dance. Any lost tickets or wristbands must be repurchased for \$5.00. Dance tickets may only be purchased for yourself. Dance tickets or wristbands may not be given to any other student to use for admittance to a dance.
2. Only Dana Middle School students may attend. Any Dana Middle School student who makes it possible for any non-Dana student to come to our dance may be jeopardizing his/her own dance privileges.
3. Decorations are costly, time consuming to put up, and lend a party atmosphere to the dances. They should stay in place until the end of the dance. Students who want souvenirs may ask for them after the dance is over.
4. Safety is important. Students who behave in a manner which is unsafe will be asked to leave the dance.
5. All dances start at 3:30 pm and end promptly at 5:00 pm. Students should leave the school promptly at the end of the dance. Transportation home should be arranged prior to the dance. Please be sure your transportation is scheduled to arrive at the time the dance ends. Students on campus more than 30 minutes after the scheduled ending time of the dance may lose the privilege of attending the next dance.
6. All school rules apply at our dances and other activities.
7. Students should wear appropriate school clothing to the dances. Please refer to the Dana Middle School dress code.
8. Students will not be permitted to leave the dance early unless they are picked up by their parent/guardian. If you plan to leave early with another student's parent/guardian, you must bring a note signed by you parent/guardian giving you permission to do so. The note must be given to the office at least one day before the dance.
9. No student will be admitted 30 minutes after the dance has started without Administrative approval.
10. Dance tickets cost \$5.00. This price includes the DJ, refreshments, games and other entertainment. Additional costs may incur if special photographs are taken.
11. All tickets will be sold at lunch and/or after school on the day of the dance at the Ship Shop.

## Design Qualities for Quality Work

### Product Focus

- Is the work clearly linked to some product?
- Do students understand the connection between what they are doing and what they are expected to produce?
- Do students care about or see meaning in the product they are being asked to produce?

### Clear and Compelling Product Standards

- Are students provided with concrete examples of the product?
- Are students able to assess their progress throughout the project?
- Do students perceive that they can realistically accomplish the product?

### Protection from Adverse Consequences of Initial Failures

- Are students provided feedback throughout the project other than at grade time?
- Are persons other than the teacher invited to give feedback on the students' work without it affecting their grade?
- When a student fails to meet the standards, is the student offered additional opportunities to complete the goal without the first effort affecting his/her grade?

### Affirmation of Performance

- Are the products made sufficiently public, i.e., observable by persons other than the teacher?
- Do persons other than the teacher inspect and affirm the worth of the products?

### Affiliation

- Are the tasks designed in ways that encourage cooperative action among students and adults?
- Are the products difficult enough that they require cooperative action to complete?
- When individual work is required is the result of the work linked to products that require cooperative action for completion?

## **Novelty and Variety**

- Are the products students are expected to produce varied in kind, complexity, and length of time anticipated for completion?
- Are the tasks that students are given designed so that students are called on to use new skills, as well as new and different media, approaches, styles of presentation, and modes of analysis?
- Is the information students are to process, consider, think about, and command presented in a variety of formats and means?

## **Choice**

- When choice in the product is limited, are students provided with wide choice in the means – time, sequence, and order of steps – that they will employ to complete the task?
- When the choice in time, sequence, and order of the task to be completed is limited, are students provided with optimum choice in the product they will produce?

## **Authenticity**

- Do the students perceive that the quality of their product will have consequences for them that have meaning and significance to them?
- Are conditions under which the work is done similar to the “real” world?

## **Organization of Knowledge**

- Is the knowledge that students are expected to master and use organized in a way that is accessible and focused?
- Is the knowledge presented in a way that encourages students to see the connections among disciplines?
- Is the information and knowledge organized in a way that makes them accessible and inviting to students?
- Are students provided explicit instruction in the use of the tools needed to process and master the task?

## **Content and Substance**

- Is the content – the facts, opinions, cultural artifacts, books and materials – rich and culturally relevant?
- Are the ideas, propositions, facts, and insights that are presented consistent with those generally agreed upon by scholars in those disciplines?
- Is the content appropriate to student’s maturity level, experience, and background, and is it packaged and presented in a way that is highly attractive to students?

## **Homework/Make-Up Work Arcadia Unified School District Board Policy**

### **Homework**

The Governing Board believes homework is an important part of the instructional program and is a valuable tool to support students' efforts to master grade level content standards. Homework is defined as school-related assignments that will enhance or reinforce concepts taught in the classroom and which will require time and effort outside the regular school day for successful completion.

Homework will be designed to serve specific purposes. These include assignments that are:

- Designed to develop good study habits and promote independent learning
- Preparation for upcoming instruction
- Practice or review of lessons taught
- Extension or application of concepts and skills taught in the classroom

To be effective, homework assignments should not place an undue burden on students and families. The Board recognizes the needs of families that require commitments of time and effort and respect the particular circumstances that may exist within families.

The Board believes that homework is the responsibility of the student. The Board encourages teachers at all grade levels to use the parent/guardian as a source of support and to structure homework assignments, especially at the elementary levels, to appropriately involve the parent/guardian while promoting and maintaining the student's sense of responsibility.

Properly implemented, homework will:

1. Lead to increased level of mastery of content standards.
2. Be related to current classroom instruction
3. Include clearly communicated directions to students and where appropriate to parents
4. Include timely feedback to students
5. Appropriately meet the needs of the individual learner.
6. Lead to the development of good study habits and promote independent learning.

### **Homework/Make-Up Work**

Research has shown us that the value of homework increases based on the design and the feedback provided by the teacher. There is an understanding that the kind of feedback a teacher provides may be dependent on the kind of homework assigned. The Board is not prescriptive in providing teachers guidelines for this feedback, but encourages all feedback to students be timely and consistent with the standards targeted in the classroom instruction.

Student performance is to be measured on the basis of clear curriculum content and student performance standards. Therefore academic grades will be directly based on student performance in mastering approved curriculum standards.

### **Make-up Work**

Students shall be given the opportunity to make up school work missed because of an excused absence or suspension and shall receive full credit if the work is turned in according to a reasonable make-up schedule.

Teachers may require a suspended student to complete any assignments and tests missed during suspension.

Students who miss schoolwork because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such make-up work as necessary to ensure academic progress, not as a punitive measure.

## **Independent Reading**

Independent reading is valued as a life-long habit and will be encouraged at all grade levels. This reading is considered an addition to assigned homework. Students who read at least twenty minutes per night at the elementary level and thirty minutes or more at the middle and high school levels will meet the Language Arts standard for independent reading. A monitoring process may be used to motivate students to reach the standard, but independent reading will not be a part of an assigned grade in Language Arts. Although independent reading is based on the student's interests, students will be encouraged to read a variety of age and grade level appropriate materials.

Students may be assigned specific reading tasks for book reports, research, or other content-related assignments. This assigned reading is considered as part of the homework time guidelines for each grade level.

It is recognized that periodically students may be required to complete unfinished class work at home. In these cases, the teacher will consider the time required to do the class work, and may adjust the assigned homework with this in mind and communicate these adjustments to parents so that they are aware of their child not completing required work in class. Parents should be made aware of the differences between unfinished class work and assigned homework.

## **Homework for Grades 6-8**

1. Homework increases in value to the student based on the design of the homework and the feedback provided by the teacher. Homework assignments will be designed as preparation, practice or extension of classroom instruction. Homework may include re-working notes, studying for a test, completing a project, preparing for a presentation and required reading.
2. Students will be expected to spend approximately ten minutes in total time per grade level on homework, four days a week. Activities such as rehearsals and music practice and independent reading will not be considered part of this time allocation for assigned homework. Time for long-term assignments will be considered as part of the overall average for homework time requirements (6th grade - 70 minutes/ 7th grade - 80 minutes/8th grade - 90 minutes per night).
3. The teaching staff will coordinate assignments so that students do not receive an overload of homework assignments on one day, or at any particular time during the school year.
4. Group work that requires students to meet outside the school day in order to successfully complete the task as scheduled, will be assigned with careful consideration of the extent to which parental cooperation is needed for transportation and assistance in coordination for group meetings etc. It is suggested that parents have an opportunity to give input to these assignments and that teachers explore alternatives for students to complete the task. Group projects will be considered as part of the grade level homework time limits.
5. Homework will not be assigned on a Friday and be due on the following Monday. Homework will not be assigned with the expectation that it be completed specifically over holiday periods, however, teachers may suggest appropriate activities to students that will enrich or accelerate their learning. Homework may not be assigned just prior to a holiday period and be due immediately upon return from the holiday period.
6. Teachers will instruct students on various strategies that support good study techniques and habits.

7. Teachers will ensure that students have the prerequisite skills to successfully complete homework assigned. Normally this means that homework will be at the independent practice level, following instruction and guided practice.

## **Academic Interventions (Math and English Lab)**

In an effort to provide students every opportunity to master the core subjects, Dana Middle School offers intervention classes during the school day. Students who are struggling in Math or English and receiving a "D" or "F" in the class will be assigned to one of the lab classes instead of their elective class. If the student brings up their grade and demonstrates proficiency during the semester, they will be moved out of the intervention class and enrolled back in their elective class. If you have any questions regarding Math or English Lab, contact the school office.

