

**R. H. DANA MIDDLE SCHOOL
Mission Statement**

The Dana Middle School community is committed to providing students with the tools and opportunities for success that create life-long learners and compassionate, productive citizens.

Please see www.danamiddle.org for a complete listing of faculty and to visit teacher websites.

DAILY SCHEDULES

The bell schedules are posted at danamiddle.org.

ATTENDANCE AND ABSENCES

Arrival

School begins at 8:30 a.m. Students should not arrive to school prior to 8:15 a.m. and can enter through any gates to the campus. *There is no supervision prior to 8:15 a.m.*

The first bell will ring at 8:25 a.m. Students who arrive to their classrooms after the final bell at 8:30 a.m. will be marked tardy for that day.

Early Student Pickup

Parent/Guardian must provide a written note to the front office before school begins. A note will be given to the student by the clerk and it will be the student's responsibility to come to the office at the appropriate time. Students will not be called out of the classroom or from lunch to come to the office.

End of Day Student Dismissal

School dismisses at 2:45 p.m. Black top and parking lot supervision is provided until 3:00 p.m. during regular dismissal. **The school office closes at 3:50 p.m. and there is no telephone available after this time.** If students are not participating in an after-school activity (Project Lead the Way, Sports, Interventions, Drama, other clubs, etc.), they must leave the Dana campus following dismissal. Transportation arrangements must be made before your child arrives at school.

Bicycles

Any student choosing to ride his/her bicycle to school must complete a **bicycle authorization form**. This form can be picked up in the Dana main office. Students riding bicycles to or from school are **required to wear a helmet with the chin strap fastened**. Failure to have an authorization form on file and/or wear a helmet may result in the bicycle being confiscated by school administration and released only to a parent. Students are required to bring and use bicycle locks each day. **Students may not ride skateboards and/or scooters to school as a mode of transportation.**

Pick-up and Drop-off Safety

Please note that parking in red zones, making illegal U-turns, or advising your child to jaywalk across 135th Street is a danger to all Dana students. **Remember that our behavior on the road can be either a positive or a negative lesson to students.** Please be courteous and careful when dropping off or picking up your child at school each day. **Due to the high volume of traffic at the start and end of the school day, it is recommended that families plan time accordingly. Cars may not park in any red zone.**

Absences

All students between the ages of 6 and 18 must attend school daily. Parents or guardians are responsible for sending their children to school (E.C. 48200). Parents/guardians will receive an automated phone message from School Messenger for each absence.

A parent note or phone call to the office at (310) 725-4700, is required on the first day of the absence. Students late to school must report to the office before reporting to class.

A student who is absent three full days without a valid excuse, or on three occasions is tardy or absent for more than 30 minutes, or any combination thereof, is a truant (E.C. Section 48260). Truancy can lead to severe consequences, including fines and criminal prosecution.

Students who are truant from school will be referred to the District Attendance Chairperson and a referral to the District Attendance Review

Team (DART) and School Attendance Review Board (SARB) may occur.

Verified excused absences are:

- Illness
- Quarantine directed by county or city health officials
- Medical, dental or eye care services
- Attending funeral services for the immediate family
- Attending religious services

Excessive Absences

If a student is absent from school more than 10 school days in a school year, school notification will occur. A School Attendance Review Team (SART) meeting may occur when students are absent from school more than 10 days and when a clear pattern exists.

Tardies

It is the legal responsibility of the parent and student to see that the student arrives at school on time.

If students are late for school, consequences may be assigned as indicated in the Dana Middle School discipline matrix. If a student is late for school on five occasions the student will serve an extended detention (see Consequence Matrix).

Parents will be notified for each tardy by an automated message from School Messenger. After 10 tardies, parents will begin receiving letters in the mail and/or phone calls regarding continued attendance issues.

If a student reaches 15 tardies to school, a referral to the School Attendance Review Team (SART) for further action will occur. A violation of the School Attendance Review Team Contract will result in a referral to the District Attendance Review Team (DART). Further action may be taken by the School Attendance Review Board (SARB) if attendance does not improve.

Please note: The district may conduct home visits to verify student residency/attendance requirements.

Independent Study Program

This program was developed to help students on extended absence (minimum 5 days) continue their educational program. **Parents must notify the school office five or more working days prior to the absence.** In order to receive full credit, specific coursework will be assigned by a student's teachers and must be completed. Completed assignments must be turned in to the office upon the student's return. Copies are made of the completed student work. These copies remain on file in the office. Independent Study may also be authorized for students with special circumstances who have filled out the appropriate paperwork and who have been granted approval by Dana administration. Independent Study may be denied if the student is not leaving for reasons recognized in the Education Code.

MEDICAL/HEALTH INFORMATION

Accidents

If a student needs assistance getting to the health office, they should send a student to get a teacher or staff member.

School Health Office

The health clerk is on the school site five days a week. The health clerk is not able to treat wounds, breaks, cuts, or other injuries suffered outside the regular school day. It is against state law to administer or treat students except for first-aid emergencies. The district school nurse also provides annual hearing, vision testing, and scoliosis testing.

If a student has been ill they must stay at home until they have not had a fever, diarrhea, or vomiting for **24 hours. Student must be fever free for 24 hours without medication.** A student with an unknown rash or reddened eye (a sign of "pink eye") will be sent home. Student must be symptom free and/or have a physician's note stating that they are non-contagious in order to return to school.

Medication Administration

California Education Code, Section 49423 allows designated school personnel to assist pupils required to take prescription medication or

over-the-counter medication during the school day. Medications must be taken directly to the Health Office. A **Medical Authorization Form** giving permission to administer medication during the school day must be signed by the physician and be on file in the health office. Students may not carry medication on their person unless it is authorized by their physician (i.e. inhaler). **Medical Authorization Forms** are available in the school office and must be completed each school year. Any individual student medical needs should be brought to the attention of the health office staff.

Illness at School

Ill or injured students should report to a teacher or yard supervisor. The teacher or yard supervisor will issue the student a pass to report to the health office. After a determination is made regarding the illness, the student will remain at school or will be sent home after the parent has been contacted. Students may not leave the Dana campus without permission.

School authorities may excuse any pupil in grades 7 and 8 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. (Reference: AB1541, Chapter 196, E.C. Section 46010.1)

Home Instruction for Extended Illness

Students in need of home instruction due to chronic and/or extended illness should contact the school principal and provide a physician referral to arrange for a home teaching program when appropriate.

McKinney Vento Act

Families who lack a fixed, regular and adequate nighttime residence may be eligible for programs and services to assure that children receive equal access to free and appropriate public education and appropriate services in order to be successful in school.

Foster Youth

Guardians of children living in foster care and group homes should meet with the school administrator to discuss unique educational needs.

STUDENT HEALTH/WELLNESS

Healthy Families

Families in need of information relating to health care programs available in the community should contact the health office.

Classroom Parties

In accordance with WSD Wellness Policies, students are not allowed to bring home baked items to school for school functions and/or school sponsored events. Healthful pre-packaged store bought items are encouraged for these events. Food is not allowed in carpeted areas of Dana Middle School.

School Lunch Program

Cafeteria services are available for students in need of purchasing. Freshly cooked, hot school lunches, including milk, are **\$3.40**. Students do not have lunch card, but rather, their accounts are accessed with personal PIN numbers. Please note that students should not share their PIN with other students.

A Free/Reduced Lunch Program is also available to qualifying families. (Forms are available in the school office.)

Sack lunches may also be brought from home. A child who is to leave school daily for lunch must have a note on file in the school office from the parent giving them permission to do so and what means of transportation will be provided.

The Wiseburn School District believes in healthy choices and encourages families to consider nutritional guidelines when packing their children's lunches. Please avoid sending soda, and unhealthy food including candy which is not allowed on campus. **Outside food/restaurant food, balloons, or flower deliveries for students will not be accepted by the Dana main office.** Such deliveries create a disruption to the school program.

Lunch recess is supervised by noon supervisors who are accorded the same respect received by all Dana staff members.

- ◆ Students are to take their seat, eat their lunch, keep their hands to themselves, leave other students' food alone, and refrain from horseplay.

- ◆ Students are to put their own trash (papers, milk cartons, lunch sacks, etc.) in trash cans.
- ◆ Candy, gum, sunflower seeds, and glass containers are restricted items and may not be brought to school.

To purchase lunches, make checks payable to the Wiseburn Unified School District. Parents/guardians may also register at myschoolbucks.com and use a credit card to place money in their child's lunch account. Please visit the Dana website for more information. Students may not receive a hot lunch if they do not have credit in their account.

Nutrition Break

Students enjoy a 10-minute mid-morning recess each day. It is suggested that families pack nutritional snacks for their students each day. Vending machines are not available.

SCHOOL SAFETY

Policies/Provisions

Emergency Information:

Your child's safety and well-being continue to be a first priority at Dana Middle School. We have a well-defined Safe School Plan in place. In addition to this, we also have a thorough Emergency Response Plan. This plan is designed to minimize confusion that can accompany an emergency. Each member of our staff has been instructed on measures necessary to cope with a disaster. Dana Middle School has regular drills throughout the year to familiarize both staff and students with these procedures.

Fire and other emergency procedures are posted in every classroom. Instructions are discussed in homeroom classes during the first week of school, and monthly drills are held. During drills or in an actual emergency, students are to remain calm and listen to the staff for instructions. In the fall, letters are sent home requesting emergency information and supplies for each student. In the event of a campus or local emergency, students are required to remain at school until an authorized person signs them out.

Parental support and cooperation are key aspects of the successful implementation of an emergency response procedure. Should an actual emergency occur, our plan instructs families to report directly to the 135th Street gate to request

their children and/or other children in their care. Then, parents/guardians will move to the release gate located on Isis near 135th Street (small pedestrian gate by the northernmost Wiseburn Little League field). **Children will be released only to those names appearing on the registration form.** It is essential families keep the school informed of any registration information that occur, e.g. phone number, emergency contact, email address.

Student Records/Emergency Information

PLEASE NOTIFY THE SCHOOL IMMEDIATELY OF ANY CHANGE IN

- ADDRESS
- HOME, CELL, AND/OR WORK PHONE NUMBERS
- EMPLOYMENT
- EMERGENCY INFORMATION.

SHOULD AN EMERGENCY ARISE, WE MUST BE ABLE TO REACH YOU. THIS IS VITAL TO THE WELFARE OF YOUR CHILD.

PARENT INVOLVEMENT

Parent Visitations

Parents are welcome to visit but must telephone the school office at least 24 hours in advance to arrange a visitation time with their child's teacher. As a safety measure, we do require all visitors to register at the school office prior to visiting classrooms. District policy allows for a visitation stay of up to 30 minutes to reduce disruption to the learning environment. Please understand that the classroom teacher will not be able to confer with parents during such visits.

Parents are not allowed to go directly to the child's classroom at any time without prior approval. Parents must sign in at the office and obtain a visitors badge. Each school is required to keep unauthorized persons from entering school grounds. In the case of an emergency situation, parents may not be allowed on campus until the full nature and scope of the emergency is determined.

In addition, schools are required to promptly remove from the school premises any individual who disrupts or threatens to disrupt normal school operations, threatens the health and safety of students or staff, or causes property damage. (E.C. Section 32210).

Volunteers

Parent volunteers are a very important component of our home/school partnership at Dana Middle School. If you would like to become involved in the school's volunteer program on a regular basis, please obtain a district volunteer application from the school office. It outlines the requirements to allow regular participation in the school program.

Parent/Teacher Association (PTA)

Through their fund-raising efforts, the PTA provides curriculum enrichment (field trips, assemblies), parent education, classroom/teacher support materials and supplies, and student awards and incentives. We encourage all parents to join the PTA during the fall membership drive or other times throughout the year and to support its fund-raising activities. Volunteers are always needed to serve on the executive board and committees, and to chaperone school dances and field trips. Visit the PTA page on danamiddle.org.

School Site Council

The School Site Council is an important governing body that reviews programs and makes decisions that impact the quality of education at Dana Middle School. One of the programs monitored by this group is the state-funded School Improvement Plan.

The council is comprised of three student members (one from each grade level), three parent/community members, and six staff members (teachers, staff, and administrators). Members serve a term of two years. Community members who do not have children enrolled at Dana, but reside in the Dana attendance area may also serve on the council. The council meets on the first Tuesday of the month on campus.

Other available committees include the **English Learner Advisory Committee** and the **District English Learner Advisory Committee**.

Wiseburn Unified School District

The Wiseburn School Board meets twice monthly. Meetings begin at 7 p.m. and are held in the Wiseburn District Office. Parents, faculty, staff, and students are welcome to attend these

meetings. A schedule of meeting dates can be obtained from the Wiseburn School District Office by calling (310) 643-3025.

Wiseburn Unified School District Board Members

Mr. Israel Mora - President
Mrs. JoAnne Kaneda – Vice President/Clerk
Mr. Roger Bañuelos- Board Member
Dr. Neil Goldman- Board Member
Mr. Nelson Martinez- Board Member

ACADEMIC SUPPORT SERVICES

Staff Voicemail

The Dana phone system features staff voice mail. The staff voicemail is easily accessed by dialing the school number (310) 725-4700. Listen for the general announcement, then dial the extension for that teacher. The complete staff phone listing for the 2016-2017 school year will be available on the school website.

Teacher Webpages

All Dana teachers have their own webpage. This will be a valuable tool for parents to know what is happening in the classrooms. Homework and other pertinent information may be posted on these sites. Please contact the individual teachers for more information or visit the www.danamiddle.org.

PowerSchool

Parents and students may access student grades using PowerSchool. A password and login number will be issued to the students before or with their first quarter report cards. You will be able to view assignments, current grades, and overall grades on the website.

Student Planners

Dana student planners are a valuable organizational and communication tool that have been adopted by our faculty and other schools across the country.

Each student will receive a PTA donated student planner during the first week of school. Students will be expected to have their planner and other school supplies with them at school every day. The Dana Middle School

planner contains the student handbook, school rules, daily calendars for the student to write down homework assignments, and space for parent/s to communicate with their child's teachers. Working together, parents and teachers can review assignments that are to be completed.

Homework

Homework is an integral part of the Wiseburn Unified School District educational program. Homework strengthens skills and concepts learned in the classroom and helps develop good study habits. Homework also allows for students to review key concepts enabling them to participate in dynamic classroom discussions and activities. The type, frequency, and length of assignments vary with the age of the student and their needs and abilities.

- ◆ Students are assigned homework on a regular basis. Failure to complete and turn in these assignments will lower a student's grade.
- ◆ Parents should review their child's planner and contact their child's teachers immediately if their child experiences difficulty with the assigned homework or if the student is not bringing assigned work home regularly.
- ◆ After an absence, students are expected to request and make up any missing assignments/work.
- ◆ Students usually have one day to make up missed work for each day that they are absent.
- ◆ Teachers may post assignments on web-based Teacher Pages. Contact the teacher for more information on this function.

Grade Reports

Achievement, work habits, and citizenship grades are issued at the end of each grading period. Quarter grades are progress reports that become part of the student's final semester grade. The final grades for each semester are used to calculate a grade point average (GPA). The grades are based on student mastery of grade-level standards. Citizenship and work habits grades reflect student behavior, attitude, and class participation. Report cards, transfer papers, and other school documents are held when fees for lost and/or damaged library books, textbooks, or property damage are not paid.

Parent /Teacher Conferences

Conferences are an excellent time to discuss your child's progress. Conference request forms will be sent home with your child during the 2nd Quarter.

Dana Middle School will also host Student Led Conferences (SLC's) in the Spring. This is an opportunity for parents/guardians and their child to sit down and review the student's Portfolio for Student Growth (PSG). The students will lead and direct the communication during this memorable experience.

Parents are encouraged to contact their child's teachers anytime during the school year should they have questions regarding the curriculum, homework assignments, or grades.

Portfolios for Student Growth and Student Led Conferences

Students will keep an organized binder and will store important assignments/documents in a hanging folder in their TLC class or on Google Drive. Students will then organize their work into a portfolio and will present this portfolio to a parent/guardian. These Student Led Conferences will be valuable means for students to show an important adult their growth throughout the school year.

Student Success Teams (SST)

Student Success Team meetings are scheduled for students who are not succeeding academically at Dana. The team consists of the student, his/her teachers, a school counselor/administrator, and the school psychologist. The team discusses student's strengths, pertinent history and information, present interventions, and a plan of action. The team also determines if further study is needed regarding student success. SST meetings are coordinated by the counselor at the recommendation of the classroom teacher.

Academic/Behavior/Attendance

Students who do not achieve academic, behavior and/or attendance standards may be placed on an academic/behavior contract. A conference, attended by the student, parent, and staff members, is held to discuss interventions.

Special Education

The Wiseburn School District offers special education services to students who qualify for such services.

SCHOOL PROGRAMS

Curricular Overview

6th, 7th, and 8th grade students are assigned to a teacher for homeroom/TLC (morning attendance, announcements). Students are placed in grade-level-specific core classes. Math placement is based on summative end-of-year tests, class performance, and GPA.

6th grade students participate in elective courses including Future Ready Skills, Project Lead the Way, Band, and, in some cases, Spanish. 7th and 8th grade students participate in mixed grade level elective and physical education classes, including a CrossFit curriculum. Elective classes offered in 7th and 8th grade include art, drama, yearbook, PLTW, **Spanish (new)**, and peer tutoring, and various music offerings (Strings/Band). **7th and 8th grade students who are enrolled in a yearlong elective (Spanish, Yearbook, Music) can elect to enroll in a 0 Period PE class. This enables these students to take a secondary elective during the school day. Please note that there are limited spaces and placement will be determined by a lottery, if needed.**

Targeted Learning in Content (TLC) is a school wide program that is held during the school day to reinforce math and reading skills. For more information about course offerings at Dana, log on to www.danamiddle.org

Comprehensive School Counseling Program

Dana has 2 full-time counselors who are available for help in personal, academic, and college/career issues. Dana Middle School provides on-site counseling services and makes referrals as needed to outside agencies.

Through the Comprehensive School Counseling Program, Dana's counselors coordinate various programs and activities, including academic counseling, conflict mediation, Character Education, Peer Tutor, and High School, College, & Beyond, Career Day, and Bullying and Harassment response.

Physical Education

All Dana students are expected to participate in the physical education program. Students must change back into their regular school clothes and shoes after their P.E. classes.

After-School Programs

Many after-school opportunities are available to Dana students. Some of these organizations include parent pay programs such as the **Dana Middle School Waves** after school program and the district instrumental music program. After school sports are offered throughout the year to qualifying students. **Students are not to remain on campus if they are not in a supervised after school program. This also includes the Wiseburn Public Library and other local businesses.**

Childcare/After School Program

Dana offers an after-school program, **The Waves** at a minimal cost to the parent. Currently there is an annual, one-time \$65 registration fee, before school costs \$100 per month, and after school care costs \$160 per month. **The Waves** assists students with their homework on a daily basis and incorporates extracurricular enrichment activities. Please contact **The Waves** phone number at 310-970-4453 or the Dana Middle School office (310-725-4701) for more details. **After-school childcare is required for all inter-district permit students who are not picked up directly after school.**

GENERAL INFORMATION

District Sexual Harassment Policy

The district governing board is committed to maintaining a learning environment that is free of harassment. It prohibits the unlawful sexual harassment of any student or staff member by any employee, student, or other person at school or at any school-related activity.

Students should immediately contact a staff member if they feel that they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal, designee, or district administrator who will immediately investigate the complaint. Appropriate action will be promptly taken to end the harassment.

The student may also file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures. The complete sexual harassment board policy and complaint forms are available in the Dana School office and in the Wiseburn School District Office. The district prohibits retaliatory behavior against any complainant or participant in the complaint process. All information related to the complaint will be confidential to the extent possible.

District Uniform Complaint Procedure

The Williams Uniform Complaint Process, Education Code Section 35186(f), is included in the Dana Middle School Welcome Packet and is also available in the Dana Main Office.

Hall Passes

All students must carry a hall pass when they are out of class during regular class time. Hall passes are issued by classroom teachers and office staff.

Lost and Found

A lost and found area is maintained outside the Multi-Purpose Room. Articles that are found on the school grounds should be brought to Student Services. Students' names should be put on all possessions so they may be claimed. Items remaining in lost and found will be donated to local charities. **Large amounts of money and/or other valuables should not be brought to school.** The school is not responsible for lost or stolen items. Please see restricted items listing in consequence matrix.

Restrooms

Except for emergency or medical reasons, students are to use the restrooms before school, during morning and lunch recess, and during passing periods. Students who excessively use instructional time for restroom breaks may be assigned detention. The restrooms at Dana are cleaned on a daily basis. **Students must do their part by keeping the restrooms clean and in working order.** See consequence matrix for details.

Student ID Cards

Student ID cards are issued to students in October. Students are required to carry their ID card at all times and are required for library check-out. Replacement ID cards may be purchased from the library for a \$10.00 fee.

School Deliveries

Deliveries including lunch, projects and homework, delivered during school time will remain in the office until a student picks it up during recess or lunch. Absolutely no classroom or student deliveries will be made. In addition, the student will not be called from recess or lunch to pick up the items.

Student Notebooks/Supplies

Student supply lists are compiled by each grade level and are posted on the school website. Teachers may request additional supplies if needed for specific projects. Students must bring their notebook, supplies and books to class each day. **Permanent markers (Sharpies) and liquid correction fluid are restricted items. Please see the consequence matrix for more information.**

Telephone Use/Electronic Policy

School phones are to be used for official school business or emergencies only.

The office will take messages for students only in the event of an emergency. In order to minimize classroom disruptions, such calls may not be placed through to the classroom. A school administrator may ask the nature of the message to screen non-emergency disruptions to the classroom and office staff. We appreciate your help in avoiding this interruption to the classroom learning process.

Students may bring cell phones to school, but **phones must remain in their backpacks during school hours (8:25 – dismissal bell).** Cell phones may not be turned on during the school day. Such use will be viewed as **defiance of school rules**. Students may use cell phones before and after school. A student violating this use policy will have his/her phone confiscated and a parent or guardian will be required to pick it up. **Students bring electronic devices at their own risk and Dana staff will**

not investigate lost, stolen, or damaged electronic devices (i.e. phones). If a student wishes to bring an electronic reader (Kindle, Nooks) they must turn in an authorization form that can be picked up in the Main Office.

Textbooks

Students are assigned numbered textbooks. The book number and condition is reported by the student and recorded by the teacher. Students are responsible for the books, materials, and property that they use, and must pay for items damaged beyond normal wear. (California Education Code Section 48909: Parents are financially responsible for any willful damage to school property caused by their child.) Report cards and diplomas will be held if library books, textbooks, or property damage fines are not paid.

Books **MUST** be covered at all times. Covers should be durable, non-adhesive, and must cover the edges and corners of books. Tape may be used to construct a cover but may not be attached directly to the book. All writing and drawing on book covers must be appropriate to a school setting.

Transfers

Parents must notify the school office at least 3-5 days prior to their child's transfer from Dana. On their last day, the student will report to the office for a sign-out sheet to be signed by all of their teachers, the health office, and the library. This sheet assures that all school materials have been returned and that all fees have been paid. Student records will be mailed to the new school upon the new school's request.

Visitor Sign-in

All visitors must report to the school office to sign in and pick up a visitor's badge before going on campus. Parents wishing to visit should make an appointment with the office so that class disruptions can be avoided. Appointments may also be made with the teachers, support staff, and/or administrators. Students from other schools are not allowed to visit the Dana campus during regular school hours.

Student Behavior - School Staff and Substitute Teachers

Students are expected to offer respect and courtesy to all administrators, teachers, and staff. As stated in the Dana consequence matrix, students who, "*Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties*" will earn consequences that range from a 15-minute detention to suspension. Consequences double for misbehavior that occurs with a substitute teacher.

COMMUNITY RESOURCES

Public Library

The Wiseburn Public Library is located next to Cabrillo School on 135th street. With a L.A. County library card, students may check out books and do research. The library staff requests that we remind parents and students that the library is **not a child-care facility or a place to socialize with friends**. We are thankful to have a public library in our area, and ask that you do not abuse this privilege.

STUDENT INCENTIVE PROGRAMS

Student Recognition/Awards

- Dana Middle School Honor Society
- Principal's Honor Roll
- SHOC Wave Activities
- MERIT Prize drawings and awards
- PRIDE awards

Honor Society

Students who earn a **grade point average of 3.75** or higher are eligible for Honor Society. Membership eligibility changes each semester. Membership during the fall semester is based on the previous spring semester grades. Students must qualify with fall semester grades in order to be eligible for any activity or recognition in the spring. Sixth grade students will not be eligible to join until the spring semester when all students may join based on their first (fall) semester grades. Students who transfer from another school may be included on a case by case basis. Parents/Guardians should

communicate with school personnel. Students earning one D or F, or a U on their semester report card and/or more than one suspension in any given year will be disqualified.

There are many rewards for becoming a member of this organization including an invitation to the Honor Society Awards Assembly in February and a special Honor Society activity. We encourage all students to study hard and earn good grades. **You can do it!**

Principal's Honor Roll

Students who earn a **grade point average of 3.25** or higher (including all classes) on their semester report card will qualify for placement on the Principal's Honor Roll for the following semester. The Principal's Honor Roll changes each semester. Eligibility is based on the grades earned from the previous semester. Sixth grade students are not eligible until the spring (second) semester. Students earning one D or F, or a U on their semester report card and/or more than one suspension in any given year will be disqualified.

Grade points are calculated as follows, A=4 points, B=3 points, C=2 points, D=1 point, and F=0 points. The total number of points are then divided by the number of classes.

SHOC Wave Program

To qualify for this program, students must provide volunteer service hours monthly for their school or community. After completing their initial hours, students fill out a time card, have their volunteer hours signed off, and turn it in to the Dana office. Students are then eligible for special activities every other month. Students are encouraged to continue volunteering throughout the school year.

Dana Merits Reward Program

Students can earn "Merits" by exhibiting Dana's behavior expectations – P.R.I.D.E., which represents Preparedness, Respect, Integrity, Determination, and Empathy. Merits are issued to students by the teachers, administrators, and staff via our online **studentmerit.com** system. Staff or students log these Merits on to the student's online account. Drawings for prizes are held over the PA during homeroom each Wednesday and Friday. Monthly awards are presented to top earning Merit students. This

program is sponsored by the Student Council, the PTA, and by staff members. Merit prize donations are always welcome from our parents and community partners.

P.R.I.D.E. Awards

Preparedness, Respect, Integrity, Determination and Empathy are admirable traits and attainable by all students and staff at Dana Middle School.

Each month homeroom teachers nominate a student who exemplifies the trait of that month. Each grade level team will then select their overall P.R.I.D.E. winner. Each month, students and their parent/guardians are invited to an awards assembly to receive homeroom and grade level P.R.I.D.E. and Merit awards.

STUDENT BEHAVIOR PROGRAM **A Community of Respect & Empathy~CORE**

Dana Middle School practices CORE, a Positive Behavior Intervention and Supports Program (PBIS) and elements of Restorative Justice (RJ) when addressing student behaviors. Ultimately, the focus of behavior management is on setting expectations for good behavior and making a conscious effort to recognize students for exhibiting good behaviors. When inappropriate behaviors occur, administrators, teachers, counselors and staff members address the harm done and provide a safe and constructive opportunity to resolve any conflict. The overall goal of Dana's student behavior system is to be restorative as opposed to punitive. Many lessons can be learned from misbehaviors and there are many opportunities for students to make positive choices during their middle school years. The school consequence matrix is in place to support families, students, and school staff in understanding the consequences should a student act in a way that is contrary to school policies. The matrix can be found in this handbook. We ask that parents/guardians take time to review both the incentive programs and the consequence matrix with their child. Some issues for parents to discuss with their students include the following:

Plagiarism/Academic Dishonesty

The advent of the computer age has brought the educational world many benefits, as well as many concerns. One of these concerns involves **plagiarism**. Plagiarism (as stated in the Dana

consequence matrix) is the act of “copying someone else’s work (i.e., Internet, printed or ebooks, electronic sources) and claiming it as your own.” The penalty for students involved in plagiarism ranges from Saturday School to suspension.

Playground Equipment

Dana Middle School provides a variety of sports equipment and playground balls for use during lunch. Students do not need to bring their own equipment. **If a student chooses to do so, the equipment may only be used in the appropriate designated area – Dana’s Playground.** Students should not use any equipment on the main campus area or in the front of the school. Balls or other items will be confiscated by Dana staff if used in a manner that does not follow the school rules.

STUDENT ACTIVITIES

Activities Calendar

Dana students participate in a variety of leadership, academic and enrichment activities. The Dana calendar, including holidays, meetings, and activities can be found in weekly email updates to parents and on the Dana website at www.danamiddle.org. To insure that all parent/guardians receive weekly emails, make every effort to keep the office informed when email accounts change.

Student Council

In September, one student is elected by their peers to represent each homeroom at monthly student council meetings. This group works together to raise and disburse money to support student activities. Activities supported include yearbook production and sales, Spirit Days, SHOC Wave, student awards and incentives, after-school drama productions, and eighth grade promotion activities.

The Student Council sponsors noon recess and after-school school social activities. Staff members and parent volunteers are always needed to help chaperone/supervise these activities. All students are expected to stay until the scheduled end of the activity.

Parents are expected to pick up their children immediately following the end of all school

activities. As with all activities, the Dana school rules for behavior and dress code are in effect.

Noon-Time Sports

During lunch recess, students are invited to participate in noon-time sports. Sports include flag football, soccer, volleyball, basketball, dodge ball and more. The school provides equipment for these activities and for general student check-out during lunch.

Parent-Pay Trips and After-school Programs

Several parent-pay programs are also available for Dana students, including 6th grade Outdoor Science School, 7th Grade Catalina Trip (CIMI), 8th grade Washington, D.C. study trip, and after-school programs (e.g. sports teams, choir, drama, Sea Perch, and The Waves).

All students participating in the 7th grade Catalina trip (April) and 8th grade Washington, D.C. study trip (June) are monitored and approved by school administrators. Trip participants must be receiving no less than a 2.0 GPA and earning satisfactory citizenship marks. **Students can receive no F grades or unsatisfactory marks (“U”s) in all core classes to be eligible.** Student’s grades and disciplinary history are reviewed during first semester, third, and fourth quarters.

8th GRADE PROMOTION AND ACTIVITIES

A student’s eligibility to participate in the Dana promotion ceremony and activities is based on all of the following:

- 1 Enrollment in the Dana Middle School full-day comprehensive program with acceptable school attendance (i.e. – low number of absences and tardies).
- 2 Completion of the State of California course of study
- 3 Passing marks in more than half of their courses for the year.
- 4 Passing the U.S. Constitution Test
- 5 All books/materials returned or fines paid to the Wiseburn School District prior to promotion.
- 6 Satisfactory behavior and attendance throughout the school year as determined by teachers, administrators, and report cards.

The Dana Middle School administrative team will review students' disciplinary and attendance files to determine eligibility.

Students who do not meet the above eligibility requirements may be excluded from preparation for and participation in the Disneyland trip, 8th

grade picnic activity, and/or promotion ceremony. Dates and the approximate costs for the promotion ceremony and activities will be announced at the beginning of second semester. Fundraising opportunities will be available in the spring to help families defray the cost of these activities.

Richard Henry Dana Middle School Student Behavior Plan

Dana Middle School’s student behavior plan is focused on the key principles of restorative justice practices. The core belief is that using student ownership of their actions and behaviors, relationship building, and augmenting students’ social-emotional skills provides a robust opportunity to respond effectively to conflict and harm. Restorative Justice allows Dana Middle School to move past simply just responding and reacting to conflict by providing students with the skills and tools necessary to deal with conflict and to move forward in a healthy, constructive, and productive way. Dana Middle School will provide a safe, educational, and productive experience to all students. The comprehensive discipline program not only establishes the importance of restorative practices, but also Positive Behavior Intervention and Supports (PBIS). PBIS is a student behavior framework that allows a variety of stakeholders to set consistent and positive expectations for students and to **acknowledge** students when they are making solid behavioral choices. With the systemic addition of PBIS and Restorative Justice to the Dana Middle School student behavior protocols, students are given an opportunity to learn and grow as good citizens in the school community.

As students may need some support to grow and learn through misbehaviors, a progressive consequence matrix is in place as illustrated below. The consequences will match the ***spirit of the law***, not the ***letter of the law***. Students are expected to contribute to an environment that is free of teasing, name-calling, and fear of intimidation, physical harm, and bullying /harassment. Individual consequences must be weighed against the perceived and actual safety of all students and adults at Dana Middle School. The school administrators will utilize the information at their disposal, both commonly known and confidential, to assign a fair, firm, and consistent response to student misbehaviors. Ultimately, the school rules will be enforced by using the Education Code as a guide (48900 a – r, 48900.2, 48900.3, 48900.4, 48900.7)

In the interest of providing a positive learning environment for all of our students and in accordance with legislation (CA ED Code 48900.5), other forms of behavior intervention will be explored prior to a suspension or expulsion. However, as indicated in the legislation, school administrators in the interest of protecting the students and promoting a danger-free school zone, will use student behavior data and discretion when determining consequences. Therefore, at times, it may be determined that a suspension is the necessary course of action.

Dana Middle School Discipline Matrix – Dolphin PRIDE

Note: This Discipline Matrix is a guideline and is not limited to the listed consequences and behaviors that may be addressed during the school year. It is a comprehensive example of actions and the potential consequences.

Behaviors	1st Incident	2nd Incident	3rd Incident	4th Incident
Minor Classroom Disruption	Teacher/Student Conference; Apology Letter or Reflection	Teacher/Student Conference; Parent Contact	Teacher/Parent/ Student Conference; 5 Hours School Service	Office Referral; Administrator contact with Parent; Class Time Activity in Main Office
Other Minor Offenses	Teacher/Student Conference; Apology Letter or Reflection	Teacher/Student Conference; Parent Contact	Teacher/Parent/Student Conference; 5 Hours School Service	Office Referral; Administrator contact with Parent; Class Time Activity in Main Office
Tardies	Warning	Parent Contact	Teacher/Team Handled Response (i.e. detention); Parent Contact; Parent Meeting	Office Referral; 1 lunch detention*
Academic Dishonesty	Teacher/Team Handled Response; No Credit; Parent Contact; or; Referral to Office	No Credit; Office Referral; Parent Contact; 3-5 Lunch Detentions	No Credit; Office Referral; Administrator/Parent Meeting; 3-5 Lunch Detentions	No Credit; Office Referral; Administrator/Parent Meeting; 3-5 Lunch Detentions; ISS
Electronics Violation	Confiscation and student pick up after school	Confiscation and parent phone call; student pick up after school	Confiscation; parent phone call; parent pick up; Office Referral	Check in and Check out Policy; Office Referral
Dress Code	Parent Contact;	Parent Contact;	Parent Contact; Office	1-3 weeks Out of

Violation* (see Dress Code information at end of matrix)	Change of Clothes	Office Referral; Change of Clothes; 5 Hours Service	Referral; Change of Clothes; 10 Hours of Service; 1-3 Lunch Detentions	Class Restriction (OCR); Office Referral; 10 Hours of Service
Drug/Alcohol Use/Possession; Paraphernalia	Office Referral; OSS 1-3 days; OCR 1-3 Weeks; Drug Awareness Program/ Counseling; Police Contact	OSS 5 Days; Office Referral; 10 Hours Service; Police Contact; Pre-Expulsion Hearing	Office Referral; Expulsion Hearing	
Excessive Attendance Concern/Ttruancy	3 Unexcused Absences Letter Home; 9 Tardies Letter Home; Parent Contact	9+ Unexcused Absence Letter Home; 12-15 Tardies; School Attendance Review Meeting; Action Plan Developed	District Attendance Review; Review Action Plan	Referral to School Attendance Review Board (SARB); District Attorney Referral; Department of Child Welfare Referral
Physical Altercation; Fighting	Restorative Conference; Office Referral ; 1-3 Days OSS; 1-3 Weeks OCR	Restorative Conference; Office Referral ;5 Days OSS; 3-5 Weeks OCR; 10 Hours Service	Office Referral ; 10 Days OSS; Police Contact; Pre-Expulsion Hearing	Office Referral; Expulsion Hearing
Tobacco Use	Office Referral; Parent Conference; 1 Week OCR; Restorative Project	Office Referral; 1 Day OSS; Parent Conference; Tobacco Cessation Program		
Trespassing	Parent Contact	Police Referral		
Verbal/Physical Intimidation or Abuse	Office Referral; Restorative Conference; Apology Letter/Reflection; 5 Hours Service; 1 Week OCR	Office Referral; Restorative Conference; Apology Letter/Reflection; 10 Hours Service; 1 Week OCR	Office Referral; Restorative Conference; 1-3 Days OSS; 1-3 Weeks OCR	
Vulgarity; Profanity; Inappropriate Gestures	Warning; Parent/Student Contact	Office Referral; Parent Conference; 5 Hours Service	Office Referral ; 1-3 Weeks OCR; Possible 1 day OSS	
Bullying/ Harassment	Office Referral; Parent Conference; Restorative Conference; Other Restorative Consequence; 1-3 Days OSS	Office Referral; 3-5 Days OSS; 1-3 Weeks OCR; 10 Hours Service Possible Police Contact	Office Referral; 5-10 Days OSS; Pre-Expulsion Hearing; Alternate Schedule	
Vandalism/ Property Damage	Office Referral; Parent Conference; Apology/Reflection; Restitution; Police Contact; 1-3 Days OSS	Office Referral; Parent Conference; 3-5 Days OSS; 3 Weeks OCR; Apology/Reflection; Restitution	Office Referral; Parent Conference; 3-5 Days OSS; 3 Weeks OCR; Apology/Reflection; Restitution	
Theft	Office Referral; Parent Conference; 1-3 Days OSS; Restitution; Police Contact	Office Referral; Parent Conference; 3-5 Days OSS; Restitution; Police Contact	Office Referral; Parent Conference; 3-5 Days OSS; Pre-Expulsion; Restitution	Office Referral; Parent Conference; 10 Days OSS; Restitution; Police Contact
Weapons Violation	Office Referral; Police Contact; Pre-Expulsion Hearing; 3-5 Days OSS	Office Referral; Police Contact; Expulsion Hearing		
Repeatedly Breaking School	Office Referral; Parent Contact; 5	Office Referral; Parent Conference;	Office Referral; Parent Conference; 15 Hours	Office Referral; Parent Conference;

Rules/ 3+ Minor Offenses	Hours Service	10 Hours Service; 1-3 Weeks OCR	Service; 3-5 Weeks OCR; 1 Day OSS	Extended OCR; 5 Days OSS
Restricted Items See descriptions below	Office Referral; Confiscation; Parent Contact; Police Contact; 1-5 Days OSS; 1-5 Weeks OCR; 1-5 Days Detention; 5-15 Hours Service	Office Referral; Confiscation; Parent Contact; Police Contact; 1-5 Days OSS; 1-5 Weeks OCR; 1-5 Days Detention; 5-15 Hours Service	Office Referral; Confiscation; Parent Contact; Police Contact; 1-5 Days OSS; 1-5 Weeks OCR; 1-5 Days Detention; 5-15 Hours Service	Office Referral; Confiscation; Parent Contact; Police Contact; 1-5 Days OSS; 1-5 Weeks OCR; 1-5 Days Detention; 5-15 Hours Service
Note: The consequences in the matrix above display a range of potential actions. The school administrators reserve the right to adjust and/or implement alternative consequences depending on the infraction.				
Type of Actions	Description	Examples/ Notes		
Apology Letter/Reflection	A written letter to person/ organization harmed by a particular event/incident.			
Behavioral Intervention Plan	Coordinated effort between inter-disciplinary team of teachers, student, parent/guardian, and other key stakeholders to set an action plan	Written documentation in the form of action plan		
Class Schedule Change	N/A	May provide a “fresh start” for a continually disruptive student or one who has been involved in a difficult conflict		
Detention	Students are not permitted to attend lunch and/or recess for 1-3 days			
District Attendance Review Team Meeting (DART)	After a SART meeting, if a student still displays continued patterns of tardiness, absenteeism, or truancy a district-level meeting will be scheduled to review the action plan.			
Drug Awareness Program (other Community-Based services)	Student assigned to these services when he/she needs support for at-risk type behaviors.	Ask counselor for more information		
Office Referral/Meeting	Student assigned an office referral from staff member and must report to the office for follow-up and other consequences, as needed.			
Out of Class Restriction (OCR)	Students are given at least 1 week (generally 1-5 weeks) and are not	Students during this time may be assigned Service oriented activities		

	permitted to attend recess and/or lunch.			
Out of School Suspension (OSS)	Student may not attend school for a certain number of days.			
Reminders/Redirection	Quick in class intervention to redirect students back to the task at hand.	Reflection Writing, Role-Play, Loss of Privileges, Seat Change, Self-Charting Behaviors, Daily Behavior Report Card, Signed Student Planner, Parent/Guardian Outreach		
Restitution	Student must replace and/or fix damage to school property or damage caused to another community member's belongings.			
Restorative Conference	A guided conversation between offended/offending parties meant to repair harm done.	Mediations, Conflict Resolution		
Restorative Conversation	One on one meeting between an adult and student to discuss the misbehavior and set future expectations.	Teacher/Student Conference Admin/Student Conference		
School Attendance Review Board	A regional attendance review Board that addresses chronic absenteeism and truancy.			
School Attendance Review Team Meeting (SART)	When student reaches 12 tardies or unexcused absences a SART meeting will be scheduled to devise an action plan between the school and the student's parents/guardians.			
Service Hours	Student assigned a number of hours to complete in order to repair harm done.			

NOTE: The information contained above is a snapshot of the California Education Code, particularly as it relates to the 48900 legislation. At times, school and district administrators will explore alternative disciplinary actions if it is deemed appropriate due to the specific circumstances.

*Dress Code	*Restricted Items
<ul style="list-style-type: none"> • Stickers and/or glitter on any part of the body • Logos offensive to race, ancestry, gender, 	glass containers, candy, hair spray, permanent markers , toys, unauthorized sports equipment,

<p>religion, or depicting alcohol, drugs, tobacco, or weapons. Any logo, symbol, drawing, writing or any article of clothing that has offensive, crude, sexual, sexually suggestive, gang-related (as determined by law enforcement/Dana administrations), or discriminatory content.</p> <ul style="list-style-type: none"> • Shorts below the kneecap, with knee socks, bicycle pants, tight pants, and jogging shorts. Shorts, skirts, and other outer wear that doesn't cover undergarments when standing or bending. Specifically, bra straps and underwear may not be visible. • Oversized shirts, see-through blouses, crop halters, backless, strapless, tight, and/or low cut tops, tank tops, spaghetti straps, muscle shirts, sleeveless undershirts worn as outside garments, bare midriffs. • Clothing, jewelry, or accessories (including but not limited to, nose/belly button rings, gloves, bandanas, shoe strings, wristbands, belts) that appear gang-related, create intimidation, or disrupt the learning environment. • Off-the-shoulder tops • See-through tights • Excessively short dresses, skirts, or shorts • Sandals, backless shoes, and heels higher than 2 inches. Shoelaces must be tied. • All headwear must be worn outside. Only Dana Middle School hats are permissible. DMS hats may be purchased at school for under \$10. DMS hats must be worn appropriately, bill of the hat facing forward. • Pajamas (tops and bottoms) • Backpacks with writing 	<p>video games, white-out, dice, knit caps, hand cream, aerosol cans, cameras, collectible/trading cards, inappropriate reading/ listening materials, lasers, shocking devices, pagers, radios/walkman/headsets, MP3/4 player/iPOD, roller blades/skates/heelies, scooters and razors, skateboards, tape recorders, walkie-talkies, water pistols, fireworks/stink bombs, replicas of any dangerous objects, dangerous items</p> <p>*Note – Other items may be deemed restricted by Dana administrators.</p>
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California Education Code 48900

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.

- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.