

### **Our Mission**

We prepare our students to succeed in a rapidly changing world.

### **Student Learning Core Values**

Experience- Explore- Engage

### **PBIS Core Values**

Attitude- Commitment- Achievement

### **This agenda belongs to:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

CORE TEACHER \_\_\_\_\_

## School Contact Information

Main Office (714) 730-7573 --- Fax (714) 730-7576  
Office Hours Mon-Fri 7:30AM – 4:30PM

### ADMINISTRATION / COUNSELOR & SECRETARIES

<i>NAME</i>	<i>POSITION</i>	<i>PHONE</i>	<i>EMAIL</i>
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Claudia Sermenogolly	Counselor	84100	csermenogolly@tustin.k12.ca.us
Ashley Posavec	Counselor	84100	ashposavec@tustin.k12.ca.us
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### ADDITIONAL CONTACTS

<i>NAME</i>	<i>POSITION</i>	<i>PHONE</i>	<i>EMAIL</i>
Mary Price	Attendance	84102	mprice@tustin.k12.ca.us
Azia Willis	Library	84204	awillis@tustin.k12.ca.us

For the most up-to-date school information, please visit our website  
<https://www.tustin.k12.ca.us/utt>



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## SCHOOL-WIDE SYSTEMS

### SCHOOL WEBSITE

<https://www.tustin.k12.ca.us/utt>

Our school website provides various information, links, and other resources that keep you updated on school events and promote your academic success. Highlights of the school website include:

- **Schoology** - Teachers provide weekly/daily postings of homework.
- **Calendar** - Monthly calendar of upcoming events and activities on and off campus.
- **Staff** - Provides email links to administrators, teachers, and resource and office staff.

### AERIES PARENT PORTAL

<https://parentnet.tustin.k12.ca.us>

The Aeries Parent Portal provides access to student grades in all classes. Teachers update their grades regularly to provide you with the most recent information regarding student progress.

### COMMUNICATION

Teacher and staff emails can be found on the school's website. Because lines between emails to professionals and using Social Media or "texting" language have blurred, the following has been adapted from InsideHigherEd.com from an article titled "*Re: Your Recent Email to Your Professor*" to help students communicate with teachers via email. Students emailing teachers should use the following as a guide to send emails:

1. **Use a clear subject line.** Students often write a full sentence or a paragraph in this area. The subject line should be reserved to a word or two that describes the subject of the email.
2. **Use a salutation and signature.** Instead of jumping right into your message or saying "hey," begin with a greeting like "Hello" or "Good afternoon," and then address your teacher by appropriate title and last name, such as "Mr. Falcon". Similarly, instead of concluding with "Sent from my iPad" or nothing at all, include a signature, such as "Best" or "Sincerely," followed by your name.
3. **Use standard punctuation, capitalization, spelling and grammar.** Instead of writing "idk what 2 rite about in my paper can you help??" try something more like, "I am writing to ask about the topics you suggested in class yesterday."
4. **Do your part in solving what you need to solve.** If you email to ask something you could look up yourself, you risk presenting yourself as less resourceful than you ought to be. But if you mention that you've already checked Haiku or asked classmates, then you present yourself as responsible and taking initiative. So, instead of asking, "What's our homework for tonight?" you might write, "I looked through Schoology and class website for this weekend's assigned homework, but unfortunately I am unable to locate it."

### 5. **Be aware of concerns about entitlement.**

Rightly or wrongly, many adults feel that students "these days" have too strong a sense of entitlement. If you appear to demand help, shrug off absences or assume late work will be accepted without penalty because you have a good reason, your teachers may see you as irresponsible or presumptuous. Even if it is true that "the printer wasn't printing" and you "really need an A in this class," your email will be more effective if you take responsibility: "I didn't plan ahead well enough, and I accept whatever policies you have for late work."

### 6. **Add a touch of humanity.** Some of the most effective emails are not strictly business -- not strictly about the grade, the absence or the assignment. While avoiding obvious flattery, you might comment on something said in class, share information regarding an event the teacher might want to know about or pass on an article from your news feed that is relevant to the class. These sorts of flourishes, woven in gracefully, put a relational touch to the email, recognizing that teachers are not just point keepers but people.

## ACADEMICS

### END OF QUARTERS/SEMESTERS

Each quarter is composed of approximately a 10 week session. You will receive a grade regarding your progress every six weeks. Progress reports are provided at the middle of each quarter. Grade reports are provided at the end of each quarter. Grades will reset at the semester for year-long courses. REPORT CARDS will be mailed home approximately one week after the end of each quarter.

1<sup>st</sup> Quarter ends October 14, 2022

2<sup>nd</sup> Quarter / 1<sup>st</sup> Semester ends December 21, 2022

3<sup>rd</sup> Quarter ends March 17, 2023

4<sup>th</sup> Quarter / 2<sup>nd</sup> Semester ends June 2, 2023

### GRADES / SOCIAL PROBATION

Each student at UMS will have a 7 period day composed of math, language arts/reading, social studies, and science. In some cases, students may have one or two electives during their school day. Students will receive letter grades at the end of each Quarter/Semester.

Students not meeting appropriate standards in the classroom will be placed on Social Probation and will be excluded from Social Activities on campus (dances, lunch events...etc.). The following criteria will have students placed on to Social Probation:

- At a quarter or semester grading period:
  - GPA below a 2.0
  - 3 F's
  - 2 U's in Citizenship or Work Habits



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Exceptions to Social Probation may be made between grading periods if students show current grades, Citizenship, or Work Habits to be improved – with the approval of Utt Administration only.

Students on Social Probation may attend “Academic Field Trips” regardless of their grades. However, Citizenship and Behavior Contracts may exclude students from attending these types of activities – Utt Administration will have the final approval on whether or not a student may attend field trips that are deemed Academic in nature (not a “Social Activity”).

**In order to participate in our 8<sup>th</sup> grade activities**, students will be expected to meet the following criteria:

- **GPA of 2.0 or above or NO Fs**
- Positive behavior (no pattern of major referrals/suspensions)
- Positive attendance (no pattern of unexcused absences/tardies)

### **CCR Tutorial Period**

All students will be engaged in a CCR Tutorial period during their academic week. During this 30 minute period, students will have the opportunity for tutorial, free choice reading, or study time; during weekly Advisory periods, students will engage in digital citizenship and/or SEL lessons. Students may be required to attend tutorial sessions while others may choose to attend free choice reading or study center offered by their teachers. Tutorial sessions offer targeted intervention activities for specific students. A crucial component to the CCR period is the student's daily use of the binder reminder. A binder reminder will be issued to each student during registration. Students who lose their binder reminder must purchase a new binder reminder for \$5 at the library. **Students are required to possess their binder reminder daily and must not tarnish them by removing, folding, cutting, or altering the binder reminder in any way possible.**

## **ATTENDANCE GUIDELINES**

**To report an absence, please contact Mrs. Mary Price at [mprice@tustin.k12.ca.us](mailto:mprice@tustin.k12.ca.us) or by phone at (714) 730-7573 ext. 84102**

Regular attendance is an important component of your child's success in school. Parents hold a legal responsibility to compel their child to attend school regularly. Failure to do so may result in severe consequences with the law. To report an absence, please call 714-730-7573 ext. 84102 by 11:00 am on the day of the student's absence. This applies to an all-day absence or if the student is more than 30 minutes late to school. The Attendance Office must be notified each day when a student is absent. If a parent does not call the Attendance Office on the day of the absence, the

student must bring a note to the Attendance Office on the day they return to school.

### **SCHOOL DAY**

The school day begins at 8:15AM and ends at 2:45PM with the exception of Late Start Wednesdays, school hours are 9:20 AM and ends at 2:45PM. Students are expected to be in their classrooms by 8:15 AM and will be considered tardy if they arrive after that time. Students are requested to arrive on campus no earlier than 8:00AM and stay no later than 2:50PM.

### **Absences**

#### **Excused absences**

Absences are legally defined as “excused” or “unexcused.” A student's absence shall be excused for the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrically, or chiropractic appointments (Education Code 48205)
4. Attendance at a funeral service for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

*Immediate family* shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household (Education Code 45194, 48205)

5. Jury duty in the manner provided by law (Education Code 48205)
6. The illness or medical appointment by law (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats not to exceed four hours per semester
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
  - g. A total of (5) school days per year in the student's junior and senior year may be excused for college visits
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)



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9. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment
10. Participation in religious instruction or exercises in accordance with district policy (Education Code 46014)
  - a. In such instances, the student shall attend at least the minimum school day.
  - b. The student shall be excused for this purpose on no more than four hours per semester
11. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

#### **After an Absence Procedure**

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education code 46012; 5 CCR 306)

The following methods may be used to verify student absences:

1. Written note, fax, or email listed in Aeries from parent/guardian or parent representative
2. Conversation, in person or by telephone, which may include voicemail, between verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date(s) of absence
  - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which established the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification.
  - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of appointment.
  - b. When a student has had 10 absences in the school year illness verified by methods listed in #1-3 above, any further absences for illness shall be verified by a physician.

The office is open daily from 7:30 AM – 4:30 PM. Students returning after an absence should deliver a note by 8:00 AM to avoid being tardy to class. Students who arrive after 8:00 AM risk being tardy to class.

Students are expected to make up any work or tests missed during their absence. The student's teachers will decide the scope and time frame of the make-up work within a reasonable amount of time.

#### **Irregular Attendance**

Irregular attendance is one of the major constraints in maintaining a quality educational program for students. There is no more important variable than time spent on tasks in the classroom under the guidance of a professional educator. Attendance is taken every day in every classroom and students are required to be to class on time.

Improving student attendance and reducing the dropout rate is a District priority. Pursuant to EC 48200, every child from the age of 6-18 in the District is required to attend school regularly unless otherwise provided by law in order to make a successful transition to the next grade level and to graduate with a high school diploma. All enrolled students, regardless of age, will be held to the same District school attendance rules. The Tustin Unified School District Board of Education recognizes that a vigilant supervision of attendance to improve attendance rates and graduation rates and to reduce truancy and dropout rates is vital to the learning and achievement of all children. Alternative Education follows a different calendar from the comprehensive high schools, and the following policies will be tailored to fit the alternative situation.

**Definition of Irregular Attendance** (Education Code 48260)

#### **Unexcused Absence**

Absent with permission due to personal reasons. Examples of unexcused absences include vacation, oversleeping, car trouble, driver test, out-of-town visitors, weddings, missed bus, personal/business reasons, out of gas, and traffic citations.

#### **Truancy**

Absent without permission, not clearing legitimate absence within three (3) school days and leaving campus during the school day without permission.

#### **Tardy Truant**

A student who is tardy or absent for greater than 30-minute period during the school day is considered tardy truant.

#### **Tardy**

A student who is not in their assigned seat when the tardy bell rings is considered tardy.

#### **Unexcused Absence/Truancy Procedures**



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The Tustin Unified School District utilizes the Student Attendance Review Board (SARB) process to address student attendance. The system below is utilized to notify parents/guardians of students who are excessively absent or truant.

Prior to referring a student and/or family to a SARB hearing, a counselor will meet with the student and make parent contact as an intervention to address the student's attendance issue.

If a student reaches the number of unexcused absences/truancy/tardies listed below for reasons other than excused absence(s)/tardy, the following action will be taken:

**A. FULL DAY UNEXCUSED ABSENCE/TRUANCY PROCEDURES**

Three truancies/unexcused absences/tardy truants (30 minutes or more)

- Student is identified as a truant per Education Code 48260
- School site send Truant letter 1 to the student's parent/guardian
- Student may be assigned detention
- Student will be referred to a counselor

Six truancies/unexcused absences/tardy truants (30 minutes or more)

- Student is identified as a habitual truant
- School site sends Truant letter 2 to the student's parent/guardian
- Student may be assigned detention
- School site will invite parents to a Student Attendance Review Team (SART). Students will be placed on an attendance contract.
- District Office send student and parent an invitation to Parent/District Attorney (DA) meeting

Ten truancies/unexcused absences/tardy truants (30 minutes or more)

- School site submits a Student Attendance Review Board (SARB) packet to the District SARB Coordinator
- District SARB Coordinator reviews the packet and determines eligibility for a SARB hearing

Students who fail to correct the problem and continue to have truancies or unexcused absences will be referred to a SARB hearing. SARB hearings are held at the Tustin Police Department and may consist of representatives from the Orange County Social Services Agency, Tustin Police Department, Irvine Police Department, Orange County Sheriff Department, Orange County Probation Department,

community agencies, and school site and District representatives.

As a result of the SARB hearing, the District may choose to file with the Orange County District Attorney or Probation Department against the student, the parent/guardian, or both.

**B. PERIOD ABSENCES (6-12 grades):** Individual unexcused, truant, or tardy truant period absences accumulated throughout the school day.

**1-5 Period Truancies**

- Parents/guardians will be notified of truancies by the automated messaging system.
- Detention(s) will be assigned.

**6-10 Period Truancies**

- Parents/guardians will be notified of truancies by the automated messaging system.
- Letter will be sent to parents from the school site notifying them of truancies.
- Detention will be assigned.
- Students will be referred to the counselor to address attendance issues and parents will be notified.

**11-15 Period Truancies**

- Parents/guardians will be notified of truancies by the automated messaging system.
- Detention will be assigned.
- School site administrator contacts the parent/guardian via phone to discuss the absences and/or truancies and invites the parent to attend school with the student to escort the student to class.
- Students will be placed on an attendance contract.

**16-20 Period Truancies**

- Parents/guardians will be notified of truancies by the automated messaging system.
- Letter will be sent to the parent/guardian from the District Office/Student Services inviting the parent to meet with the Orange County District Attorney-Truancy Unit as an intervention to correct the behavior.

Any student who continues to have multiple period truancies beyond 20 may be referred to a SARB hearing for remediation.





C. UNEXCUSED TARDY PROCEDURES (6-12 grades – per period, per semester)

A student who is not in their seat when the tardy bell rings is considered tardy. After 30 minutes, a student is considered tardy truant and must check in at the Attendance office and receive a tardy slip before going to class. NOTE: Tardies are only excused due to an illness or medical appointment.

It is a reasonable expectation that in order for learning to take place, students must arrive to class on time. Students who continually do not meet this expectation are considered to be in defiance of authority. To help ensure that students arrive to all classes punctually, the following procedures have been established. These procedures are for unexcused tardies and directly involve the student, parent/guardian, teacher, and administration. Tardies are recorded every day, in every class period.

Teacher will:

- Notify students of tardy.
- Record tardy in the student information system.
- Contact parent/guardian via phone or email regarding the fifth tardy.

Administrative Office:

- Assign detention(s) to students with multiple tardies in a week.
- May place students on an attendance contract. May refer the student to the School Attendance Review Team (SART) as an intervention to address the attendance concern.

Students who continue to have tardies may be referred to a meeting with the Orange County District Attorney as an intervention step. If there are further tardies, a student may be referred to a SARB hearing for remediation.

**Early Dismissal**

The parent will need to come to the school office to sign the student out or send a written note/email from the email address listed on Aeries. If the parent cannot pick up the student, they will need to notify the office in writing of who will be picking up their child and at what time. Your child will not be released to an adult that is not on the emergency card. Students must check out at the Attendance Office any time prior to leaving the campus. Phone calls are not accepted. The student will be called out of class when the parent or authorized adult comes to the office. A valid ID will be required in order to withdraw a student early. Failure to check out prior to leaving will result in truancy. This cannot be cleared with a note after the fact.

## STUDENT EXPECTATIONS

**UTT RULES (CODE OF CONDUCT)**

- Be responsible for your own behavior, actions, and choices.
- Respect the rights and belongings of others.
- Hands off – no fighting, hitting, pushing, grabbing, kicking, or display of affection (hugging, holding hands, etc.)
- To ensure the safety of all students there will be no running, no bikes, no skateboards, or scooters on campus.
- There is no gum chewing, spitting, or eating in class.
- Dress for academic success – refer to our guidelines on pages 7-9.

**ACADEMIC HONESTY POLICY**

We believe that a sound educational program must insist upon academic honesty. In the classroom we strive to develop a respect for the dignity of the group and the individual. We encourage self-confidence and personal integrity by insisting on the importance of doing one's own work and establishing consequences for using another person's ideas and words as one's own. Therefore, cheating on tests, fabrication, unauthorized collaboration, plagiarism, forgery, and computer tampering will not be permitted. Those in violation are subject to disciplinary action.

**SUBSTITUTE EXPECTATIONS**

Understand that substitute teachers hold an equal amount of authority as your teacher. You must follow all rules that apply when your teacher is in the classroom. Do not take advantage of your substitute by asking for privileges that do not usually apply.

## STUDENT SERVICES

**LIBRARY**

The library is open from 7:30AM to 4:00 PM weekdays for student use. Students are responsible for materials checked out and are expected to demonstrate appropriate behavior in the library. In addition to book checkout, the library also provides students with computers for research purposes and loans textbooks for students to begin their homework during the school day. Additional library services include:

- **Lost and Found-** Bins for found clothing or personal items are located outside the library. Unclaimed items are donated to charities several times each year. Lost textbooks are also placed in the library.
- **Textbooks-** Textbooks are very expensive. Students will be held accountable for textbooks issued and library books checked out. All basic texts are loaned to the students for their use during the school year. Textbooks are to be kept clean and handled carefully. Tustin Unified Board Policy #5125.4 authorizes the principal to withhold records, transcripts, grades, and diplomas of any student who willfully or purposely does not return district property loaned to him/her. Parents should be aware that they are responsible for textbooks given to their students and will be required to pay



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for lost or damaged textbooks. Debts for damaged or lost books must be cleared through the school librarian.

- **Identification Cards- Students will be provided with a Student I.D. card at the beginning of the school year and are expected to carry it to school at all times.** Students will need to keep the card for use in the Utt Cafeteria, Library, and to check out blacktop equipment. Replacement I.D. cards are available for purchase at the Library for \$5; don't lose yours! The replacement I.D. is that of lesser quality than the original free one given to you.
- **iPads** - iPads, protective cases, and charging accessories are issued through the library. We encourage students to pay for iPad insurance as students will be liable for any damage to the iPad. If a student has an issue with an iPad, they need to bring it immediately to the library to receive tech support. We review with our students the importance of taking care of the iPad. Please note that the protective case is not covered by insurance companies and students will be charged for damage to the case.

### **FOOD SERVICES**

At recess and lunch students may purchase snacks, and/or hot lunches. Prices and menus are available on the district website at [www.tustin.k12.ca.us](http://www.tustin.k12.ca.us). Student accounts can be created for any student through our food services manager. Parents can also create and manage a student account by using the following website: [www.mylunchmoney.com](http://www.mylunchmoney.com). Additionally, proper behavior is expected for all students who use food services. Conduct in food lines and while eating in designated areas is expected to reflect our school wide rules. Be sure to behave in a responsible manner and use appropriate voices while waiting in line. Also, asking or forcing others to give food or money is not acceptable and is subject to disciplinary action.

## **GENERAL INFORMATION**

### **BICYCLES, SKATEBOARDS AND SCOOTERS**

Students may ride bicycles, scooters and skateboards to school as long as they do so in a responsible manner. All must be locked to the racks in the designated enclosures. Gates to the bike racks are locked ten minutes after the morning tardy bell and opened again at 2:40PM. UMS cannot be held financially liable should a bicycle, scooter or skateboard be stolen. Bicycles, scooters or skateboards are never to be ridden inside the gates of Utt or in the parking lot. They should always be walked on the sidewalk and across the crosswalks leading to the school. Safety laws require those under 18 wear a helmet.

### **BULLYING**

Tustin Unified School District Board Policy (5131.2) prohibits discrimination, harassment, intimidation and bullying.

An aggressive behavior that is intentionally repeated over time and involves an imbalance of power or strength. Bullying can take many forms (both direct and indirect), such as hitting or punching, teasing or name-calling, intimidation through gestures, social exclusion and sending or posting insulting messages or pictures by cell phone or online.

### **Cyber-Bullying**

The use of Modern Communication Technologies (including but not limited to e-mail, text messaging, instant messaging, chat rooms, blogs, websites, social networking sites, cell phones, tablets, computers and other forms of technology) to intentionally embarrass, humiliate, threaten or intimidate an individual or group in an attempt to gain power or control.

### **How YOU should respond to bullying behavior:**

- Report any instances of suspected bullying involving you or a fellow student to a teacher, counselor or school administrator as soon as possible
- If you witness bullying behavior, intervene (if it is safe to do so) or help to stop the behavior as soon as it occurs. Peer-to-peer early intervention is proven to be effective in reducing bullying.
- Students should not listen to rumors, should not engage in rumors, and should not listen to or say anything mean to or about anyone. This is a form of bullying ("relational"). Bullying is not tolerated at Utt Middle School.

### **Dr. Olweus "Test" for Bullying Behavior:**

- 1) Specific type of aggression
  - a. Verbal
  - b. Physical
  - c. Psychological
- 2) Behavior is intended to harm or disturb
- 3) Carried out repeatedly and over time
- 4) Imbalance of power
  - a. Physical
  - b. Psychological

### **BUS TRANSPORTATION**

Students are expected to observe proper safety procedures and school rules on the buses. Such rules also apply to students who are riding buses during a school-supervised event. These rules include, but are not limited to:

- Remain seated through the duration of the bus ride.
- Do not throw items while inside the bus.
- Noise must be kept at a minimal volume to ensure safety.

Failure to do so may result in a citation, disciplinary action, or denial of transportation.

### **CAMPUS – Areas for students before and during school**

At certain times of the day, areas on campus are closed to students for supervision reasons.

- Before school – students arriving to school early must remain outside the gates; once the gates open, students are to report to the Blacktop until



8:10AM.. At Nutrition – all quads are open for all students.

- Lunch – 8th grade students must remain in Quad A until the fields open up, at which point, students may choose to be on the Falcon Field.
- 7th and 6th grade students must remain in Quad B or Quad C until the fields open up, at which point, students may choose to be on the Falcon Field.

### **CAMPUS VISITORS**

All visitors to Utt must first check in at the front office before entering the campus. After signing in, you will be given a visitor's pass. Following the visit, visitors need to check out in the front office.

### **CELL PHONE POLICY**

Cell phones are not to be used at any time while on campus (inside the gates) before or after school. Cell phones should be turned off and placed in backpacks. Please be mindful of this policy when communicating with your student via cell phone.

The school/district will not be responsible for the loss or theft of a cell phone.

Consequences for violating the cell phone policies are as follows:

- **1st Offense** - Verbal warning by teacher, violation will be noted in Interventions.
- **2nd Offense** - Verbal warning by teacher, violation will be entered in discipline record, phone may be confiscated, conference with the Assistant Principal parent notification, and detention assigned
- **3rd Offense** - Phone will be confiscated, violation will be entered in discipline record, parent notification, and after school detention assigned
- **4th Offense** - Phone will be confiscated, will be entered in discipline record, parent notification, and one day of ATS.

**\*NOTE:** Individual teachers may allow cell phone/ electronic device use in their classroom for related study or research. If a student violates the teacher's specific instruction about use, consequences will be assigned.

**\*\*smart watches are pursuant to the same consequences as cell phones (data must be turned off during the school day). Absolutely **NO** texting/social media use/video-taping via smart devices is allowed on campus.**

### **EARBUDS/AIRPODS POLICY**

Earbuds/Airpods are not to be used at any time while on campus (inside the gates) before or after school. Earbuds may only be used with the explicit permission of a teacher or staff member and **never** used in common areas. There will be no exceptions to this policy.

**\*\* UMS cannot be held financially responsible for lost or stolen earbuds/Airpods.**

### **IPAD/DEVICE POLICY**

All students are issued a device to be used for instructional purposes for the entire school year. Students are responsible for the device and parents/guardians may purchase insurance:

- Students may use devices in classrooms or the library.
- Only apps approved by TUSD should be loaded onto these devices. Games are not allowed to be played during school.

Consequences for violating the iPad/device policies:

- **First Offense:** Verbal warning by teacher, violation will be noted in Interventions.
- **Second Offense:** Parent notification; teacher detention assigned; violation will be noted in Interventions.
- **Third Offense:** Parent notification; school detention assigned; violation will be noted in Interventions.
- **Fourth Offense:** Referral to the Office and parent conference scheduled.
- **Fifth Offense:** Student will have to check-in and check-out his/her device to the library daily and will not be allowed to take the device home for a specified amount of time. It will be up to the student and parent to work out a time for homework (needing a device) to be done in the library. Proper placement on the Utt Behavior Contract.

### **CLEARING THE CAMPUS**

All students should clear the campus by 2:45PM each afternoon. Students completing make-up work or attending interventions or tutorials, utilizing library resources, staying after school for disciplinary reasons, or participating in extracurricular activities should report to the appropriate class or area before 2:45 PM and leave campus immediately upon finishing the activity.

### **CLOSED CAMPUS POLICY**

Utt is a closed campus and a student may not leave the campus for any reason without signed parent permission. Lunch passes are not issued.

Parents must always check in with the front office when coming on to campus between the hours of 7:30AM and 4:30PM.

### **DRESS CODE**

Tustin Unified School District has determined policy and appropriate standards for student dress.

Student Dress Codes are established to:

- Promote learning



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- Promote a productive safe instructional environment
- Demonstrate a positive direction away from gangs, drugs, alcohol, and tobacco
- Promote proper school etiquette, cultural awareness, and respect gender

The dress code is in effect during school hours, at extracurricular activities, with possible exceptions for special school related events. Utt and the dress code committee will constantly review changes in the attire and make the appropriate adjustments throughout the year. In the case of no available loaners, parents may be called to bring a change of clothes or to take their child home to change clothes.

Violations of the school dress code will be addressed as follows:

- **First Offense:** Warning, change into loaner clothes, inappropriate clothes will be confiscated and returned to the student after school.
- **Second Offense:** Detention, change into loaner clothes, inappropriate clothes will be confiscated and returned to the student.
- **Third/Fourth Offense:** Detention, change into loaner clothes, inappropriate clothes will be confiscated and returned to the parent; parents will be informed of ramifications of the fourth offense.
- **Fifth Offense:** Above, plus proper placement on the Utt Behavior Contract.

A student's dress and general appearance should not draw undue attention, nor detract from or interfere with learning in the classroom or the discipline in the school.

To eliminate misunderstandings in the dress code regulations, the following dress standard will be enforced:

**All clothing must fit appropriately.**

**General Dress Code Guidelines**

- Muscle shirts, excessively ripped or loose clothing, bandeaus, bare midriffs revealing excessive skin, or tops that are strapless, see through, off the shoulder, backless (including halter tops), or having plunging necklines are not permissible. All tops must have one inch shoulder straps.
- Hats are not allowed/permitted on campus.
- Hoodies are allowed in common areas ONLY and must be removed in the classroom unless explicit teacher permission is given.
- Shorts, skirts and dresses must be a suitable length. We do not prescribe to the "fingertip test" as a general rule. However, shorts must be school appropriate. Any

clothing considered inappropriate will not be permitted.

- Sleepwear (pajamas, slippers) is not permitted.
- Blankets cannot be used to walk about school during school hours. Jackets, sweaters or sweatshirts should be used to keep students warm.
- Dog collars, spikes, heavy chains, and dog chains are not to be worn as jewelry, belts, or wallet extensions.
- Shoes must be worn at all times. Open toed shoes are permitted unless deemed a safety concern (lab classes, PE, etc.).
- Sagging pants are not permitted.
- Undergarments must be covered.
- Undergarments shall not replace straps.
- Sunglasses may not be worn indoors.

**No clothing or accessories that:**

- Contain messages that are sexually suggestive, promote violence/intolerance or potentially incite conflict.
- Denote/advertise gang affiliation, cult affiliation, or any profane or racially offensive item.
- Advertise or promote alcohol, tobacco, drugs, etc.
- Advertise gang affiliation (e.g., bandanas, doo rags, etc.).

**PE clothing may only be worn during PE class.**

Parent support encourages students to dress appropriately. What is considered appropriate attire may change as fashion trends change. Parents may call the school at any time for clarification prior to purchase of fad clothing for school attire.

**ILLNESS OR INJURY**

If an illness or injury occurs after a student arrives at school he/she is to report to his/her instructor and then to the office. A nurse is on call and the school health clerk and secretaries have first aid training. A parent will be notified as needed. Therefore, please keep the office informed of address and phone number changes.

**INSURANCE**

A private insurance company offers an accident policy that gives coverage for regular school sessions and after school sports. They will furnish each student with a list of the benefits covered. Parents have the opportunity to buy this insurance.

**PRESCRIPTION OR OVER THE COUNTER MEDICINE**

Under California law, when prescribed medication must be given during school hours, proper forms (available in the health office) are to be completed by the parents and doctor.



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Students are not to have any medication (prescription or generic) in their possession at school (this includes items such as Advil or Cough Drops)

### **PROHIBITED ITEMS**

Students should only bring to school items needed to support learning. Prohibited items will be confiscated (portable speakers, cameras, video cameras, iPods, electronics, laser light pens, Sharpies or other permanent markers, inappropriate clothing, etc.) The item will only be released to the parent or guardian of the student. This includes items brought to school that are intended to be sold from one student to another; items may not be sold from student to student on school grounds.

**NOTE:** Bringing dangerous objects whether real or imitation on campus (lighters, knives, butterfly knife trainers, razors pop its etc.) are pursuant to discipline consequences. See pages 10-11.

### **SEXUAL HARASSMENT**

Sexual harassment of any level will not be tolerated at Utt. Incidents should be reported to a staff member immediately. The complete TUSD Sexual Harassment Policy is available in our office and on our website.

### **SPECIAL DELIVERIES**

It is the responsibility for each student to remember all books, lunches, and assignments. However, in the event a parent deems it necessary to drop off an item, a cart will be available inside the Office for these items (do not attempt to pass items to your child through our school gates). Students may come to the office for nutrition or during lunch to retrieve it. Before dropping off an item, please take into consideration that notifications of special deliveries interrupt class, stop instruction, and take office personnel from their tasks; for those reasons, students will **not** be notified of items left for them in the office. *The school/district will not assume responsibility for the loss or theft of any deliveries left on the cart.*

Non-Parent Deliveries – Deliveries to students from outside companies (such as: food deliveries or flowers) will not be accepted in the office; delivery for these services will be refused.

Birthday Policies – Nutrition Service and School Wellness policies do not allow for birthday treats to be had on campus. Cookies, cakes, cupcakes, etc, must not come on to campus for student birthday celebrations. Balloons are also not allowed on the campus.

### **TELEPHONES**

Office phones are available for student use with permission of a staff member. *Students should not use personal cell phones inside school gates during the school day.*

### **TRANSPORTATION TO SCHOOL**

Parents that transport students to and from school must obey all parking regulations and school regulations regarding the drop off and pick up of students. Parents need to be

aware of pedestrians and other vehicles when arriving or departing with students.

### **STUDENT FEES**

The Constitution of the State of California requires that we provide a public education to you free of charge. Your right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether you get a grade for the activity or class. Subject to certain exceptions, your right to a free public education means that we cannot require you or your family to purchase materials, supplies, equipment or uniforms for any school activity, nor can we require you or your family to pay security deposits for access, participation, materials, or equipment. Under certain circumstances, students involved in extracurricular programs, clubs and/or sports may be required to attend fundraising events held by the program, sport or club just as you may be required to attend any other event put on by that program, club or sport. However, you will not be required to raise funds as a condition of participation.

## **TUSTIN UNIFIED SCHOOL DISTRICT STUDENT CONDUCT**

- Students are subject to interventions and school consequences for misbehavior. Consequences may include, but is not limited to counseling, conference with teachers and administrators, revocation of privileges, detention, class suspension, on campus suspension, Alternative to Suspension (ATS), suspension from school, and/or recommendation for expulsion. The consequences include but are not limited to:
- **Revocation of Privileges:** Privileges include athletic and extracurricular activities, assemblies, dances, and participation in the Teacher's Aide program.
- **Detention:** Detention is one step in a progressive discipline program and must be served at the next opportunity after it is assigned. Detention takes after school from 2:45-3:30 PM or on Late Start Wednesdays from 8:00 -9:00 AM. Students who do not attend detention are at risk of having privileges revoked.
- **On-Campus Suspension (OCS):** Students are assigned OCS for disciplinary reasons up to two (2) days per incident.
- **Class Suspension:** Classroom teachers have the authority to issue a class suspension. "As soon as possible, the teacher shall ask the parent or guardian to attend a parent/ teacher conference regarding the suspension, whenever practicable, a school counselor or a school psychologist shall attend the conference, a school administrator shall attend the conference if the teacher or parent or guardian so requests." [EC 48910(a)]
- **Alternative to Suspension (ATS):** The removal of a student from school for a period of time to a



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District operated classroom for students who violate Education Code §48900. The students are under the supervision of credentialed teachers and counselors who will present a program that offers a proactive approach to instilling the skills, habits and behaviors necessary to be successful in school and life. Students who successfully complete the program will not reflect a suspension from school on their attendance record.

- **Suspension:** The removal of a student from school for a period of time determined by the administration. During the time the student is suspended from school he/she is not allowed to be on any school campus or participate in any school activity.
- **Expulsion:** If expelled, a student may not attend any school in the Tustin Unified School District up to one calendar year, as determined by the Board of Education.

The Tustin Unified School District is dedicated to providing an educational program for all students that is safe, secure, and free from violence. Every student needs to attend school punctually and regularly, conform to the regulations of the school, and obey all the directions of the teacher and others in authority. Students who do not exercise the required self-control shall be subject to intervention and/or disciplinary action. The district encourages and solicits the cooperation of parents in regulating the conduct of their student. The following behaviors are unacceptable on school grounds, in the community during the coming to or going from school, during the lunch period on or off campus, or any school-related activities.

Students may be suspended and/or expelled for any or all of the following:

- EC 48900 (a)(1): Causing, attempting to cause, or threatening to cause physical injury to another person
- EC 48900 (b): Possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil has obtained from a certificated school employee written permission to possess the item, which is concurred in writing by the principal/designee
- EC 48900 (c): Unlawfully possessing, using, selling, or otherwise furnishing, or is under the influence of any controlled substance, and alcoholic beverage, or an intoxicant of any kind
- EC 48900 (d): Unlawfully offering, arranging, or negotiating to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either selling, delivering, or otherwise furnishing to any person another liquid, substance or material and representing the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant
- EC 48900 (e): Committing or attempting to commit robbery or extortion

- EC 48900 (f): Causing or attempting to cause damage to school property or private property
- EC 48900 (g): Stealing or attempting to steal school or private property
- EC 48900 (h): Possessing or using tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff chew packets, and e-cigarettes
- EC 48900 (i): Committing an obscene act or engaging in habitual profanity or vulgarity
- EC 48900 (j): Having unlawful possession of, or unlawfully offering, arranging, or negotiating to sell any drug paraphernalia
- EC 48900 (k): Disruption of school activities or willfully defying the valid authority of school personnel
- EC 48900 (l): Knowingly receiving stolen school property or private property
- EC 48900 (m): Possession of an imitation firearm
- EC 48900 (n): Committing or attempting to commit a sexual assault or committing sexual battery
- EC 48900 (o): Harassing, threatening, or intimidating a student who is a witness or complaining witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student or both
- EC 48900.2: Making unwelcome sexual advances, requests for sexual favors, or other verbal visual, or physical conduct of a sexual nature which has the purpose or effect of having a negative impact of the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment. This section does not apply to students in grades K-3
- EC 48900.4: Engaging in harassment, threats, or intimidation directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect or materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment (grades 4-12)

#### **Mandatory Expulsion Policy**

Students who commit any of the following acts at school or at a school activity off school grounds shall be recommended for expulsion from the Tustin Unified School District [Education Code 48915 (a)-(c)]:

- Causing serious physical injury
- Possession of a knife or any other dangerous object
- Possessing, selling, or furnishing any firearm,
- Robbery or extortion
- Assault or battery
- Brandishing a knife at another person
- Committing or attempting to commit a sexual assault or battery



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- Unlawfully selling a controlled substance

Education Code 48915 (b) states that students may be recommended for expulsion for repeated offenses when:

1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct OR
2. Due to the nature of the act, the presence of a pupil causes a continuing danger to physical safety of the pupil or others.

### **STATEMENT OF NON-DISCRIMINATION**

(Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, § 504 of the Rehabilitation Act of 1973)

The Tustin Unified School District does not discriminate in any employment practice, education program, or educational activity on the basis of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, veteran or military status, medical condition, pregnancy and related conditions, retaliation, or political beliefs; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in District programs. A copy of the District's nondiscrimination policy is available from the Tustin Unified School District Office.

The following position is designated Coordinator for Nondiscrimination at Utt Middle School to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the District's nondiscrimination policies:

Kristin Hartloff Ed.D.  
Principal  
13601 Browning Avenue Tustin, CA 92780  
714-730-7573

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.







# C.E. Utt PBIS Behavior Flowchart

## Problem Behavior

## Positive Behavior

**4:1**

- Verbal Praise
- ACA Cards
- ACA Band
- Classroom Rewards
- Parent Contact

**Instruct & Document**

- Reminders of Social Contract
- Document your steps in AERIES Interventions

**Minor**

- Defiance
- Disrespect
- Disruption
- Inappropriate language
- Physical contact (horseplay)
- Property misuse
- Tech violation

**Major**

- Abusive language
- Bullying/Harassment
- Possession of alcohol, tobacco, drugs
- Fighting/physical aggression
- Theft
- Vandalism
- Possession of weapon
- Sexual offenses

**Infraction #1**

**Redirection**

Private Verbal Warning

**Infraction #2**

**Reflection/Student Conference**

CKH 4 Questions:

1. What are you doing?
2. What are you supposed to be doing?
3. Are you doing it?
4. What are you going to do about it?

**Infraction #3**

Parent Contact + Intervention (Seat change, quiet time, break w/ another teacher, loss of privilege, etc.)

## Admin Response

**Minor 4th Infraction**

Complete BIR Google Form (all interventions will be in AERIES); Secretary will have STU come to the Office.

[tinyurl.com/uttbir](http://tinyurl.com/uttbir)

Admin conference (possible DET, parent conference, campus beautification, etc.)

**Major**

Call made to Office w. referral; Campus Supervisor to escort student to the Office.

Discipline procedures pursuant to Ed Code.

## AERIES Intervention documentation samples:

- "disruption 1st- warning"
- "tech violation 2nd- CKH Questions"
- "defiance 3rd- spoke to mother on the phone"

4th Infraction of same behavior



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## PE FITNESS LOG

	<b>ENDURANCE</b> Mile Run (min:sec)	<b>FLEXIBILITY</b> Sit and Reach (inches)	<b>ABDOMINAL</b> Crunches (repetitions)	<b>UPPER BODY</b> Push-up / Knee Push-up (repetitions)
<b>My GOALS for this year are:</b>		inches	reps	reps
<b>August</b>		inches	reps	reps
<b>September</b>		inches	reps	reps
<b>October</b>		inches	reps	reps
<b>November</b>		inches	reps	reps
<b>December</b>		inches	reps	reps
<b>January</b>		inches	reps	reps
<b>February</b>		inches	reps	reps
<b>March</b>		inches	reps	reps
<b>April</b>		inches	reps	reps
<b>May</b>		inches	reps	Reps



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## CER Graphic Organizer

<b>Claim:</b> Author's purpose or theme/message of article. <ul style="list-style-type: none"> <li>- In life you should always...</li> <li>- It is important that...</li> <li>- It doesn't matter if...</li> </ul>	
<b>Introduce Evidence #1:</b> Give background information for quote. <ul style="list-style-type: none"> <li>- In the article...</li> </ul>	
<b>Include Evidence#1:</b> Use a quote. <ul style="list-style-type: none"> <li>- For example...</li> <li>- The texts states...</li> <li>- In the text it says....</li> </ul>	
<b>Explain Quote#1:</b> How does this quote support your claim? <ul style="list-style-type: none"> <li>- This shows...</li> <li>- This proves...</li> <li>- In other words...</li> </ul>	
<b>Introduce Evidence#2:</b> Give background information for quote. <ul style="list-style-type: none"> <li>- In addition...</li> <li>- Secondly...</li> <li>- Furthermore...</li> </ul>	
<b>Include Evidence#2:</b> Use a quote. <ul style="list-style-type: none"> <li>- For example...</li> <li>- The texts states...</li> <li>- In the text it says....</li> </ul>	
<b>Explain Quote#2:</b> How does this quote support your claim? <ul style="list-style-type: none"> <li>- This shows...</li> <li>- This Proves...</li> </ul>	
<b>Concluding Sentence:</b> Restating the claim in different words.	





## Academic Language Scripts

### Requesting Assistance

- Could you please help me?
- I'm having trouble with this. Would you mind helping me?
- Could you please show me how to do this..., write this..., draw this..., pronounce this..., solve this?

### Interrupting

- Excuse me, but... (I don't understand.)
- Sorry for interrupting, but... (I missed what you said.)
- May I interrupt for a moment?
- May I add something here?

### Asking for Clarification

- Could you repeat that?
- Could you give me an example of that?
- I have a question about that: ...?
- Could you please explain what \_\_\_\_\_ means?
- Would you mind repeating that?
- I'm not sure I understood that. Could you please give us another example?
- So, do you mean...?

### Probing for Higher Level Thinking

- What examples do you have of...?
- Where in the text can we find...?
- I understand..., but I wonder about...
- How does this idea connect to ...?
- If \_\_\_\_\_ is true, then...?
- What would happen if...?
- Do you agree or disagree with his/her statement? Why?
- What is another way to look at it?
- How are \_\_\_\_\_ and \_\_\_\_\_ similar?
- Why is \_\_\_\_\_ important?
- How do you know that? Can you give us an example?
- Is there another way to look at this?

### Expressing an Opinion

- I think/believe/predict/imagine that...
- In my opinion...
- It seems to me that...
- Not everyone will agree with me, but...

### Building on What Others Say

- I agree with what \_\_\_\_\_ said because...
- You bring up an interesting point, and I also think...
- That's an interesting idea. I wonder...? I think... Do you think...?
- I thought about that also, and I'm wondering why...?
- I hadn't thought of that before. You make me wonder if...? Do you think...?
- \_\_\_\_\_ said that... I agree and also think...
- Based on the ideas from \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, it seems like we all think that...
- That's an excellent point, and I would like to add...

### Soliciting a Response

- Do you agree?
- \_\_\_\_\_, what do you think?
- Can someone else ask a question or offer an opinion?
- \_\_\_\_\_, what did you understand from that answer?

### Disagreeing

- I don't really agree with you because...
- I see it another way. I think...
- My idea is slightly different from yours. I believe that... I think that...
- I have a different answer that you...

### Offering a Suggestion

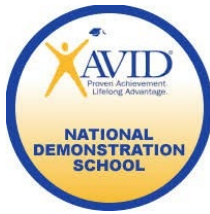
- Maybe you/we could...
- Here's something you/we might try.
- What if you/we...

### Classroom Reporting

- \_\_\_\_\_ explained to me that...
- \_\_\_\_\_ pointed out that...
- \_\_\_\_\_ mentioned that...
- \_\_\_\_\_ shared with me that...
- \_\_\_\_\_ brought to my attention that...
- \_\_\_\_\_ pointed out something... (interesting, intriguing, surprising.)



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## AVID WICOR








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## Focused Note Taking



### The Five Phases of the Focused Note-Taking Process

AVID's focused note-taking process has five phases. It is important to note that while *applying learning* is the last phase of the process, it is essential that it inform the first phase, as the note-taking format should be shaped by the note-taking purpose. When teaching the focused note-taking process, educators need to determine how students will use their notes and set up the format appropriately. It is crucial for educators to model and invite students to engage in this thought process so that note-taking becomes a powerful and portable learning tool students can carry with them throughout their educational experience.

<b>Taking Notes</b> 	<b>Create the notes.</b> Select a note-taking format, set up the note page, record the Essential Question, and take notes based on an information source (lecture, book, website, article, video, etc.), selecting, paraphrasing, and arranging information in a way that meets your note-taking objective.
<b>Processing Notes</b> 	<b>Think about the notes.</b> Revise notes—by underlining, highlighting, circling, chunking, questioning, adding, deleting—to identify, select, sort, organize, and classify main ideas and details. Evaluate the relative importance of information and ideas in the notes.
<b>Connecting Thinking</b> 	<b>Think beyond the notes.</b> Analyze the notes using inquiry to make connections and deepen content knowledge by asking questions and adding your own thinking to create greater understanding, identify gaps or points of confusion, and connect your new learning to what you already know.
<b>Summarizing and Reflecting on Learning</b> 	<b>Think about the notes as a whole.</b> Pull together the most important aspects of your notes and your thinking about them to craft a summary that captures the meaning and importance of the content and reflects on how the learning helps you meet the note-taking objective.
<b>Applying Learning</b> 	<b>Use the notes.</b> Save and revisit your notes as a resource or learning tool to help you apply or demonstrate what you have learned.



## AVID Goal Setting Quarter 1



<b>Name:</b>		<b>Grade:</b>	
<b>Date:</b>		<b>Period/Homeroom:</b>	

### Goal Setting Outline

Directions: Use the form below to complete the GPA (**G**oal, **P**lan, **A**ction) outline.

<b>G</b>	<b>Write/describe your goal in the space provided below.</b>
Specify by highlighting the time frame of your goal below. <b>short-range mid-range long-range</b>	

<b>P</b>	<b>Briefly explain your plan in the space provided below.</b>

<b>A</b>	<b>Use the space below to list action steps needed to achieve your goal.</b>
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> <li>10.</li> </ol>	

We have planned out the goal setting outline together and are aware of what needs to be achieved.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature



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## AVID Goal Setting Quarter 2



<b>Name:</b>		<b>Grade:</b>	
<b>Date:</b>		<b>Period/Homeroom:</b>	

### Goal Setting Outline

Directions: Use the form below to complete the GPA (**G**oal, **P**lan, **A**ction) outline.

<b>G</b>	<b>Write/describe your goal in the space provided below.</b>
Specify by highlighting the time frame of your goal below. <b>short-range mid-range long-range</b>	

<b>P</b>	<b>Briefly explain your plan in the space provided below.</b>

<b>A</b>	<b>Use the space below to list action steps needed to achieve your goal.</b>
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> <li>10.</li> </ol>	

We have planned out the goal setting outline together and are aware of what needs to be achieved.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature



## BELL SCHEDULES

Regular Day No Tutorial (M,T,TH,F) Lunch 1		
	Start	End
Period 1	8:15 AM	9:02 AM
Period 2	9:06 AM	9:52 AM
Nutrition	9:52 AM	10:04 AM
Period 3	10:08 AM	10:54 AM
Period 4	10:58 AM	11:44 AM
Lunch 1	11:44 AM	12:15 PM
Period 5	12:19 PM	1:05 PM
Period 6	1:09 PM	1:55 PM
Period 7	1:59 PM	2:45 PM
Period 8	2:49 PM	3:35 PM

Regular Day No Tutorial (M,T,TH,F) Lunch 2		
	Start	End
Period 1	8:15 AM	9:02 AM
Period 2	9:06 AM	9:52 AM
Nutrition	9:52 AM	10:04 AM
Period 3	10:08 AM	10:54 AM
Period 4	10:58 AM	11:44 AM
Period 5	11:48 AM	12:34 PM
Lunch 2	12:34 PM	1:05 PM
Period 6	1:09 PM	1:55 PM
Period 7	1:59 PM	2:45 PM
Period 8	2:49 PM	3:35 PM

Wednesday Late Start- CCR Lunch 1		
	Start	End
Period 1	9:20 AM	9:52 AM
Period 2	9:56 AM	10:28 AM
Nutrition	10:28 AM	10:40 AM
Period 3	10:44 AM	11:16 AM
Period 4	11:20 AM	11:52 AM
Lunch 1	11:52 AM	12:23 PM
Period 5	12:27PM	12:59 PM
Period 6	1:03 PM	1:35 PM
Period 7	1:39 PM	2:11 PM
CCR	2:15PM	2:45PM

Wednesday Late Start- CCR Lunch 2		
	Start	End
Period 1	9:20 AM	9:52 AM
Period 2	9:56 AM	10:28 AM
Nutrition	10:28 AM	10:40 AM
Period 3	10:44 AM	11:16 AM
Period 4	11:20 AM	11:52 AM
Period 5	11:56 AM	12:28 PM
Lunch 2	12:28 PM	12:59 PM
Period 6	1:03 PM	1:35 PM
Period 7	1:39 PM	2:11 PM
CCR	2:15PM	2:45PM



Minimum Day		
	Start	End
Period 1	8:15AM	8:47AM
Period 2	8:51AM	9:22AM
Period 3	9:26AM	9:57AM
Period 4	10:01AM	10:32AM
Nutrition	10:32AM	10:44AM
Period 5	10:48AM	11:19AM
Period 6	11:23AM	11:54AM
Period 7	11:58AM	12:29PM

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Falcons are tobacco free!