



Middle School Handbook

2025 - 2026

25700 N 21st Ave
Phoenix, AZ
85085

623-445-5800

TOROS

- T**EAMWORK MATTERS
- O**WN OUR LEARNING AND ACTIONS
- R**ESPECT ONE ANOTHER
- O**PTIMIZE OPPORTUNITIES FOR GROWTH
- S**AFETY ALWAYS

Mission Statement



- B**lended Learning
- R**eflective
- A**chievement
- V**alued
- O**pen Minded
- S**olidarity

Vision

Union Park School's goal is to immerse students in an extraordinary education that promotes academic and social-emotional growth while providing opportunities for cultural competency, ensuring that each individual is prepared to make a positive contribution to society and their future.

Extra-Curricular and Sports

- Boys & Girls Volleyball
 - Cross Country
 - Spiritline
- Boys & Girls Basketball
 - Softball
 - Baseball
- National Junior Honor Society
 - Student Council
 - Band

Parent-Teacher Communication

Parents are encouraged to check their student's **PowerSchool** account frequently using their parent login. If you ever have any questions or concerns, please feel free to email the appropriate teacher. The Union Park policy is that teachers will respond to any communications within 24 hours. Please keep in mind that teachers will be responding between the hours of 7:00am and 5:00pm weekdays.

Parent-Teacher Conferences will be held the weeks of October 6th, 2025, and February 9th, 2026: more information will be provided to you on how to sign up for a conference closer to conference times. You may also make an appointment anytime to meet with your child's teacher through the following contact information:

LaRae Klay 7/8 Grade Resource 623-445-5876 LaRae.Klay@dvusd.org	Shawn Beverly 7th Grade Science 623-445-5869 Shawn.Beverly@dvusd.org	Kelsey Chancellor 7th Grade Social Studies 623-445-5871 Kelsey.Chancellor@dvusd.org
Bailey Rankin 8th Grade Math, Algebra 1-2H & Math 180 623-445-5872 Bailey.Rankin@dvusd.org	Kristin Eagar 7th Grade ELA & Read 180 623-445-5873 Kristin.Eagar@dvusd.org	Erika Alvarado 8th Grade ELA 623-445-5870 Erika.Alvarado@dvusd.org
Katie Koernig 8th Grade Social Studies 623-445-5868 Katie.Koernig@dvusd.org	Amy Brice-Nash 7th Grade Math 623-445-5875 Amy.brice-nash@dvusd.org	Tabitha Najar 8th Grade Science 623-445-5865 Tabitha.Najar@dvusd.org
Alyssa Heid Counselor 623-445-5817 Alyssa.Heid@dvusd.org		

PowerSchool

This online tool allows students (and parents) to consistently monitor learning progressions and assessments. Parents have access to PowerSchools with their own login information that can be obtained from the front office. With this login information you can set up alerts so that you are notified when your child's grade changes. Grades are typically updated within a week for standard assignments-longer for projects. Report cards will be sent home **after** each grading period:

1st Quarter- October 10, 2025
 2nd Quarter-December 19, 2025

3rd Quarter- March 13, 2026
 4th Quarter – May 21, 2026

Canvas

Deer Valley Unified School District uses the Canvas platform as our Learning Management System and as such students will find lessons and assignments posted in modules. Also many assignments will be turned in through Canvas and it is also how teachers will primarily communicate with students. Parents have the option to “follow” their student on Canvas so that they can monitor the work that is being assigned. To learn more about Canvas and how to use it, please visit [DVUSD Canvas Information](#)

Grading

Students in 3rd through 12th grades will receive marks for their overall performance in each course of study using the following letter grade scale. Overall course grades for students in grades 3-12 will be calculated from the average of the student’s assignment scores* (assessments, coursework).

- A** = 90-100%
- B** = 80-89%
- C** = 70-79%
- D** = 60-69%
- F** = 0-59%

Grades of “D” and above are passing marks. A course grade of “F” indicates that the student has failed the course.

Students in 3rd through 12th grades will receive marks for their proficiency towards the grade level standards using the following scale. These marks are for information and do not calculate the student's overall course grade.

- 4** = Highly Proficient
- 3** = Proficient
- 2** = Partially Proficient
- 1** = Minimally Proficient

*For graded work in the Assessment Category, teachers will enter the proficiency marks for each standard measured and use the following guide to assign a score to the assignment. Parents will see the percentage score for each grade book entry with the letter grade mark on the front page of the PowerSchool parent portal.

Highly Proficient A 100%-90%			Proficient B 89%-80%		Proficient C 79%-70%	
100-97	96-94	93-90	89-85	84-80	79-75	74-70
All 4's on standards	All 4's except for one 3	Mostly 4's with some 3's and/or 2's	Mostly 3's with some 4's All 3's on standards	Mostly 3's and 4's with a 2	Mostly 3's with some 2's	Mostly 2's with 3's and/or 4's
Partially Proficient D 69%-60%			Minimally Proficient F 59%-50%			
69-65		64-60	59-56		55-50	
Mostly 2's and 3's with a 1		All 2's on standards	Mostly 2's and some 1's		All 1's on standards	
No Evidence						
49% - 0%						

Gradebooks will be set to utilize the following weights for each category.

- ASSESSMENT:** 80%
- COURSEWORK:** 20%
- PRACTICE:** 0%

Absent Work

When a student is absent from school, teachers shall provide an opportunity for the student to make up work for any absence in order to close learning gaps from time away from school. A student who is absent from school misses a valuable part of the benefit of in-school education and may experience challenges in understanding content and curriculum that was missed, which may put the student at risk from meeting content standards. Adjustments may be made when it is in the best interest of the student(s).

- Each teacher will provide access to the student's assignment(s) and any hand-out or materials necessary for accomplishment of such assignment(s), allowing a minimum make up period of one (1) day for each day absent. Teachers may adjust time based on the individual needs of the student or assignment.
- School sanctioned and/or approved events should not negatively impact a student's grade.
- Students who miss school work due to absences or suspensions will be given the opportunity to make up work for full credit. Teachers shall assign such make-up work as necessary to ensure academic progress, not as a punitive measure.
- Students are responsible for communicating with the teacher(s) the first day back from an absence to develop a plan to make up those assignments. Students are encouraged to communicate electronically with teachers during the student's absence.
- Daily Assignments vs. Long-Term Projects: There is an important distinction between daily/formative assignments and long-term/summative projects. Make-up policies regarding long-term/summative projects are at the discretion of the individual teacher based on the timeframe of the student's absence and the requirements of the long-term project. Students should self-advocate for assistance if they need extensions.
- In the case where a student is absent for up to three months due to chronic health conditions certified by a doctor, the student may fall under DVUSD board regulation JHD and J-1961, Exclusions and Exemptions from School Attendance.

Late/Missing Work

- **Missing Work:** An assignment is considered as missing work when it is not submitted by the due date.
- **Late Work:** An assignment is considered late work when the assignment is not submitted by the due date that was established, but is submitted within the late work time frame listed below.
- **Classwork:** An assignment expected to be submitted within the class period. Teachers may adjust assignments from being considered classwork to the designation as homework for all students or specific students.
- **Homework:** An assignment expected to be completed fully or partially at home, independently. Homework can also be a learning activity assigned as practice to be completed outside of class.
- **Long Term Project Assignment:** A project/assignment due more than 1 week after the date assigned is considered a long-term project assignment. Long term project assignments cannot be submitted late, unless an arrangement has been approved by the teacher.

Missing work will be treated as such:

- The assignment will be marked with the "Missing" special code in the gradebook.
- A 49% will be entered as the score for the assignment in the gradebook.
- No Evidence (NE) will be entered for the standards attached to the assignment.
- If the work is submitted as Late Work (see terms below), the 49% assignment score will be changed to reflect the student's actual score with no deductions or penalties.
- If an assignment is not submitted a Late Work or does not meet the criteria for Late Work, UP Middle School assigns a score of 49%.

In order for Late Work to be accepted, students must meet the following parameters:

- Assignment is not due within the class period
- Assignment is not a timed activity (such as a Quick-Write Essay)
- Assignment is not a Long-Term assignment (over multiple weeks)
- Assignment is turned in by the end of the instructional unit

If a student meets the above criteria, he/she will be issued full credit for the work submitted (no added penalties or caps on the grade that can be earned). The teacher will mark the student's assignment with the "Late" special code. If the assignment is an assessment, the proficiency level of the standards attached will be entered.

Please note: Accommodations included in a student's IEP, 504, or EL plan supersede late work procedures. Consult with the student's Service Coordinator or the student's support team.

Reassessment

- **Retake:** The student completes another assessment of the same learning targets. The assessment to be retaken may be in the same format or a different format. The higher of the two scores will be entered in the gradebook.
- **Re-performance:** The student will be reassessed on the same learning target later in the marking period as part of the instruction cycle, thus providing an additional measurement of the learning. All re-performance scores related to the learning target will be entered in the gradebook.

In order to earn a retake opportunity, a student must complete all of the following:

- Complete all formative coursework related to the content/skill assessed
- Consult with the teacher
- Submit a reassessment plan, form, or application, if required by the teacher
- Have retake completed within 10 school days of the date the assignment was graded.

Academic Integrity

Academic integrity is all about being honest and fair in your schoolwork. It means doing work that is entirely your own and giving credit to others (including generative Artificial Intelligences tools) through proper citation when you use their ideas or words. If you have questions about the guidelines for academic integrity, you should discuss them with your teacher. Academic dishonesty refers to any action that compromises the integrity of academic work or evaluation processes. This includes but is not limited to:


- Copying or stealing another person's work or data (plagiarism);
- Allowing another person to copy one's own work;
- Doing another person's classwork;
- Creating more than one copy of one's own work for distribution;
- Providing another person with the answers on tests or quizzes;
- Noncompliance with teachers' test-taking procedures;
- Unauthorized copying or development of software; and
- Unauthorized use of generative Artificial Intelligences.

Consequences for instances of academic dishonesty range from a conference and loss of credit (student will be given another opportunity to show mastery of learning) up to a 5-day suspension and loss of credit.

In the Deer Valley School District, we are committed to providing our students with the best possible education while ensuring their safety, privacy, and well-being. As part of our ongoing efforts to ensure learning experiences, teachers may incorporate generative Artificial Intelligence (AI) in the classroom for students. Students must adhere to the specific guidelines provided in the

assignment details. If no guidance around the use of generative AI is provided, students should follow the “restrictive” level (see chart below). Teachers should direct students to contact their teacher before submitting classwork if they are unsure if the tool or website they are using is permitted on a specific assignment.

Levels of Student AI Use



Level	Description	Example Instruction
Restrictive No!	AI tools are prohibited for the assignment, and all work must be the student's original creation.	"Do not use AI tools for this assignment. All content must be original, and any use of AI will be treated as plagiarism."
Moderate Whoa!	Students can use district-approved AI tools for specific parts of their assignments, such as brainstorming or initial research, but the core content and conclusions should be original. Proper citation is required for any AI-generated content.	"You can employ AI tools to assist brainstorming or initial research, however, the main content, arguments, and conclusions should be your own."
Permissive Go!	Students can utilize district-approved AI tools to assist in their assignments, such as generating ideas, proofreading, or organizing content. Proper citation is required for any AI-generated content.	"You may use AI tools as you see fit to enhance your assignment and demonstrate your understanding of the topic."

Promotion/Retention

Per DVUSD policy all 7th and 8th must earn a D or higher or P as the final grade in ALL Core subjects. This includes ELA, Math, Science, Social Studies. If an elective and/or exploratory is failed, based on an average for the year, the student will still be reassigned to the next school grade level but in the case of 8th grade, they will not participate in the Promotion Ceremony. Our school counselor will be working closely with all at risk students throughout the year to help ensure their success.

Dress Code

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. The school administration retains the final discretion to determine that the clothing or accessory meets the dress code. Some exceptions may be made for special events, formal attire (dances), or spirit weeks.

During the school day:

- Clothing must fully cover the entire buttocks and may not be see-through. Regardless of garment type, shirts and tops must not expose bare midribs, bare shoulders, or bra straps, nor be strapless, deeply or narrowly cut in the front, back, or under the arms. Muscle shirts and strapless tops are not permitted.
- Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etc. (shoes must have soles)
- Jewelry shall not be worn if it presents a safety hazard.
- Headwear may be worn on campus, but should be removed in the building or classroom if asked by a staff member. Students will not be asked to remove headwear that is worn for cultural and/or religious reasons.
- Sunglasses are not to be worn indoors. (without authorization from administration or the nurse)
- Obscene language or symbols, or symbols of drugs, sex, alcohol, or weapons on clothing are expressly prohibited. Clothing, accessories and/or jewelry may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex, alcohol, or weapons must be covered.
- Students may not wear clothing, accessories and/or jewelry that is worn with the intent to convey affiliation with a criminal street gang as defined in A.R.S. 13-105.

Exceptions for special activities or health considerations may be preapproved by the administrator. Students who participate or volunteer in extracurricular activities, such as athletics, band, chorus, etc. are subject to the standards of dress as defined by the sponsors of such activities..

Passing Time

Students will go directly from one class to the next without any passing time. They are to line up promptly in front of their next class, allowing room on the walkway for other students to pass. Restrooms are available in the Multi-Purpose Room before school and at lunch. Restroom passes are also provided from teachers. Restrooms are not available during passing time.

School-Wide Citizenship

Seventh and Eighth graders are leaders at Union Park. As such it falls to them to be role models to the younger grades. When outside of the classroom, Middle Schoolers will yield to passing primary grades. Middle Schoolers will walk on the right on cement walkways, allowing those coming towards them to pass on the left. Students will not walk on the grass or plants.

Cell Phones

To promote a safe and distraction-free learning environment for all students, and in accordance with Arizona House Bill 2484 (2024), this policy establishes the regulations regarding the use of personal electronic devices (PEDs), including cell phones, by students during the school day.

This policy applies to all students enrolled in the Deer Valley Unified School District (DVUSD) during instructional hours, covering all areas of the school, including classrooms, hallways, restrooms, lunch areas, assemblies, and any school-sponsored activities on campus during the regular school day.

Students are required to keep their personal electronic devices turned off and stored away throughout the school day, unless they obtain explicit permission from a DVUSD staff member for instructional or health-related purposes.

Permissible Use Scenarios

- When authorized by a teacher for instructional purposes.
- When authorized by a healthcare plan (e.g., monitoring glucose levels).
- During emergencies, as directed by staff.
- By students with 504 plans or IEPs if PED use is an approved accommodation.

Prohibited Use

Unless one of the permissible use scenarios applies, students may not:

- Use PEDs in the classroom, hallways, restrooms, lunchrooms, or common areas.
- Take photos, videos, or make recordings at school.
- Use messaging, calling, or social media apps during school hours.

Consequences for Cell Phone Use (by quarter)

- **1st offense:** warning
- **2nd offense:** Minor & student required to drop phone off in front office. Student must pick up at end of the school day.
- **3rd offense:** Major & student required to drop phone off in front office. Parent/Guardian must pick up at the end of the day.

**Recording in the classroom or anywhere on campus without prior administrative permission may be a violation of FERPA.*

Eating in Classrooms

We expect our students to take pride in our campus. There will be no snacks in the classrooms or hallways unless given teacher permission per classroom. Students are only allowed to drink water while in the classrooms. Energy drinks and gum are not permitted on campus. Food/drink sharing is not allowed.

Positive Reinforcement

Toro Tickets are awarded to students who go above and beyond to demonstrate school spirit and character traits. These tickets will be documented on the PBIS website for drawings through the year to win prizes and gift cards. Students may use their TORO tickets to purchase items/experiences from the grade level store.

Behavior Policy

Students are expected to positively contribute to the school learning environment. The rules and discipline procedures are based on the Deer Valley Unified School District's Rights and Responsibilities Handbook. We will be using the Deer Valley Unified School District Social-Emotional

Consequences for inappropriate behavior within the classroom will be determined by each teacher according to the classroom policy and the circumstances. Either a serious or repeated infraction may result in a detention.

As part of the Union Park Behavior Expectations, make sure you read and understand the following documents:

TOROS Expectations	All Settings	Classrooms	Bathroom	Playground	Cafeteria	Transitions	Digital Spaces
Teamwork Matters	-We do not cause problems for ourselves or others -Value the learning of others	-Work positively with others -Listen to and support others	-Clean any spills -Quietly and quickly use the restroom	-Include everyone -Take turns -Share ideas -Collaborate with old and new friends	-Clean up -Raise our hands to ask permission to get up	-Model positive behavior -Be helpful	-Collaborate appropriately on classwork -Provide positive assistance
Own Our Learning & Actions	-Follow directions from adults -Be prepared and ready to learn in all situations	-Follow the teacher's directions -Demonstrate diligence -Lead by example	-Leave the bathroom clean -Use a pass -Sign in/out of class to use the restroom	-Make friends -Be responsible for our actions -Be a positive role model	-Listen to all adults -Use appropriate language	-Appreciate the bulletin boards and posters -Use appropriate language	-Use technology as intended -Stay on approved sites -Engage in positive interactions
Respect One Another	-Show compassion for others -Respect school grounds -Care for others	-Follow the class mission -Always use kind words	-Respect the privacy of others -Respect the facilities	-Be a problem solver -Use kind words -Play nicely	-Use inside, respectful voices -Model respectful behavior with others -Respect all people	-Respect school property -Respect other's personal space	-NO cyber bullying - when online, treat others kindly -Keep hands off other people's devices
Optimize Opportunities for Growth	-Always do our best -Reflect and find strengths and ways to improve	-Persevere (keep trying) -Participate -Complete work on time -Be courageous	-We do not cause problems for ourselves or others -Wash our hands	-Listen to adults -Listen for the whistle	-Use manners -We only eat our own food	-Demonstrate positive virtues -Walk quietly -Be on time and prepared for class	-Communicate needs to the teacher -Stay on task -Promote honest behaviors
Safety Always	-Clean up trash if we see it -Be aware of others -Notify an adult of an unsafe situation	-Keep hands/feet to ourselves -Keep our area clean -Walk in all areas	-Report damages or messes -Electronic devices are left in classrooms	-Keep hands/feet to selves -Use equipment wisely -Stay in designated areas	-Stay Seated -Keep hands/ feet to selves -Walk in and out of the cafeteria in an orderly fashion	-Walk on campus -Stay on the sidewalks -Walk bikes on campus -Stay to our right	-Secure devices appropriately -Use your device only (not anyone else's) -Do not share passwords

Union Park Minor vs. Major Chart

Teacher Managed (Minor)	Administrator Managed (Major)
<ul style="list-style-type: none"> Inappropriate language Physical contact Defiance/Insubordination/Non-compliance Disrespect Disruption Dress Code Technology Violation Property Misuse Tardy <p>Consequences are determined by staff.</p>	<ul style="list-style-type: none"> Abusive/Inappropriate Language Fighting Physical Aggression Defiance/Insubordination Harassment/Intimidation Inappropriate Display of Affection Vandalism/Property Destruction Lying/Cheating Truancy Technology Violation Dress Code Theft Repeated minors Anson Weapons Tobacco Alcohol/Drugs <p>Consequences determined by administrators.</p>

Bullying

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as members of society. The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

Bullying: Bullying occurs when all four conditions below are met:

- Unwanted aggressive behavior(s) involving an observed or perceived power imbalance;
- Done by another youth or group of youths, who are not siblings or current dating partners;
- Repeated multiple times;
- Inflicts harm or distress on targeted youth including physical, psychological, social, or educational harm.

Types of Bullying:

A. *Verbal/Written Bullying*

B. *Social Bullying*

C. *Physical Bullying*

D. *Cyberbullying*

E. *Harassment*

F. *Intimidation*

*please reference the DVUSD [student rights and responsibilities handbook](#) for further information

Anti-Bullying Pledge

- We, the students of Union Park School, agree to join together to stamp out bullying at our school.
- We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

By signing this pledge, we, the students, agree to:

1. Value students differences and treat others with respect
2. Not become involved with bully instances or be a bully
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member
5. Be alert in places around the school where there is less adult supervision such as bathrooms, corridors and stairwells.
6. Support students who have been or are subject to bullying
7. Talk to teachers and parents about concerns and issues regarding bullying
8. Work with other students and faculty, to help the school deal with bullying effectively
9. Encourage teachers to discuss bullying issues in the classroom
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to assemblies dealing with bullying.

I acknowledge that, whether I am being a bully or see someone being bullied, if I don't report or stop the bullying, I am just as guilty

Student Name _____ **Student Signature** _____ **Date** _____

Handbook Acknowledgement

By signing below, you acknowledge you have read the Union Park Middle School Handbook with your student and understand the procedures and expectations for the school year.

Parent/Guardian (print) _____

Parent/Guardian Signature _____ **Date** _____

Student: As a student attending Union Park, you understand what is expected of you and what your responsibilities are as stated in the handbook.

Student Name (print) _____

Student Signature _____ **Date** _____

7/31/25

Dear Parent or Guardian,

As a middle school, we will participate in many activities and projects along with handing out prizes this school year (2025-2026). Some of these activities, projects, and prizes involve food products.

We recognize that many students at Union Park School have mild to severe food allergies. We take all precautions to ensure that all of our students are safe. **Therefore, we are requiring the return of this permission slip before your child will be able to participate in any food related activities this school year.**

If your child has any known food allergies or intolerances that will prevent them from participating in these activities, we will provide an alternate venue, project, prize or investigation.

Please sign and return this permission slip which will allow your student to participate in food related activities throughout the school year, unless stated otherwise below.

Thank you for helping us to ensure the safety of all students at Union Park School.

Please complete the bottom portion and return to school as soon as possible.

We truly appreciate your partnership.

Sincerely,

UP Middle School Teachers



Student Name: _____

Please check one of the following:

____My child DOES NOT have a food allergy or dietary restriction. He or she may participate in all food-related activities and experiments.

____My child DOES have a food allergy or dietary restriction. He or she may participate in activities, but may not eat or handle the following items:

____My child DOES have a SEVERE food allergy. I request that the class does not complete activities with the following ingredients (please list and marked with *, indicating severity and concerns):

Additional comments:

Parent/Guardian Signature _____ **Date** _____