



PIONEER JUNIOR HIGH

THIS PLANNER BELONGS TO:

NAME: _____

GRADE: _____

HOMEROOM: _____

245 W 18TH STREET, UPLAND CA 91784

909.949.7770

WEBSITE: [HTTPS://PJH.UPLAND.K12.CA.US/](https://PJH.UPLAND.K12.CA.US/)

2026-2027



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Please sign both of the notices below and return to your home room teacher.

Thank you for reviewing the Student Handbook with your student. The following indicates:

- We understand that bullying, including any form of racial bullying or hate speech, is completely unacceptable.
- By signing below, we acknowledge the importance of adhering to the school's discipline policy. We understand that if the student is found to be engaged in bullying, racial bullying, or hate speech, appropriate consequences will be imposed in line with the policies outlined in the student handbook.

Please sign and return this letter to confirm that you have read and understood its contents.

Parent/Guardian Name _____ Parent/Guardian Signature _____

Student's Name _____ Student's Signature _____

Required Parent/Guardian Signature
Notice of Parent/Student Responsibilities & Rights
2026/2027

Name of Student _____ Grade _____

I have read a copy of the Student/Parent Handbook from my student's school. I acknowledge being informed of my rights and responsibilities and understand that my signature below does not indicate that consent to participate in any particular program has either been given or withheld.

I have read and understand what offenses are expellable.

Signature of Parent or Guardian _____ Student Signature _____

PJH VISION

We reach, teach and impact the lives of junior high students, preparing them for tomorrow. We expand their intellectual and physical abilities and address the needs of the whole individual.



**FROM THE
PIONEER TEAM**

Welcome to Pioneer Junior High! Serving this outstanding community is an honor. As a new academic year unfolds, we're thrilled to have you with us and want to emphasize just how much YOU matter!

Embrace the journey ahead with enthusiasm, dedicate yourself to your studies, and dare to venture beyond your comfort zone. Remember, the path to learning is not always clean-cut; stumbling, facing challenges, and even failing at times are all part of the process from which we grow. Here at Pioneer Junior High, you're backed by an incredible team of teachers, staff, administrators, and counselors, all ready to push and support you as you evolve both academically and as valued members of our educational community.

Let's make this year memorable by lifting each other up with kindness and appreciation. A simple smile, a word of thanks to our staff, or treating everyone with respect can make a big difference. Remember, choosing the right path, especially when it's the harder option, shows true strength.

We're here to support you every step of the way, so never hesitate to reach out to us whenever you need assistance.

PIONEER JUNIOR HIGH



ADMINISTRATION & OFFICE STAFF



Position	Name	Email
Principal	Dr. Chris Kotlewski	chris_kotlewski@upland.k12.ca.us
Principal's Secretary & Office Manager	Susan Koch	susan_koch@upland.k12.ca.us
Assistant Principal	Justin Hall	justin_hall@upland.k12.ca.us
Assistant Principal's Secretary	Tina Olsen	christina_olsen@upland.k12.ca.us
Counselor (A-K, 8 th L)	TBD	
Counselor (M-Z, 7 th L)	Amber Arguello	amber_arguello@upland.k12.ca.us
Health Technician	Rosemary Soto	rosemary_soto@upland.k12.ca.us
Office Clerk	Lisa Maloof	lisa_maloof@upland.k12.ca.us
Attendance Clerk	Deanna Montoya	deanna_montoya@upland.k12.ca.us





Upland Unified School District School Calendar 2026-2027

Legal Holidays

July

3 Independence Day Observed

August

20 In Service Day

21 In Service Day

24 First Day of School

September

7 Labor Day

November

2 In Service Day

11 Veterans Day

23-27 Fall Break

December

18 Minimum Day

21-31 Winter Break

January

1-4 Winter Break

18 Martin Luther King Jr. Day

25 In Service Day

February

8 Lincoln's Birthday - Observed

15 Presidents Day

March

29-31 Spring Break

April

1-2 Spring Break

May

31 Memorial Day

June

10 Last Day of School

18 Juneteenth (Classified Holiday Observed)

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

180 School Days

End of Trimester (TK-8)
November 20
March 5
June 10

End of Quarter
October 23, 2026 (end of quarter)
January 22, 2027 (end of 1st semester) - 90 days
March 26, 2027 (end of 3rd quarter)
June 10, 2027 (end of 2nd semester)-90 day:

	Legal/Local Holidays - District & Schools Closed
	Non-student/Teacher Attendance
	Teacher In-Service Days
	Opening/Closing

Pioneer Junior High School

Calendar of Events 2026-2027

ALL DATES SUBJECT TO CHANGE

August

17 7th Grade Orientation / WEB Day
18 Registration Day / Fall Pictures
24 First Day of School
25 Expectations Assembly

September

4 ASB Back to School Bash (2:25-3pm)
7 No School - Labor Day
9 Back to School Night (6pm)
11 Minimum Day - 12pm Dismissal
22 Make-up Picture Day

October

9 Progress Reports Sent Home
9 Black & White Fall Fling 6-8pm
15 Great California Shakeout
15 Minimum Day - 12pm Dismissal
16 Minimum Day - 12pm Dismissal
26-30 Red Ribbon Week
30 Red Ribbon Week Carnival
TBD Parent Teacher Conferences

November

11 No School - Veterans Day
23-27 No School - Thanksgiving Break
TBD Highlander Day

December

4 Report Cards Sent Home
7 PJH Winter Choir Concert (UHS)
9 PJH Winter Band Concert (UHS)
18 Winter Assembly
18 Minimum Day - 12pm Dismissal
21-31 No School - Winter Break
TBD ASB Winter Social

January

1-4 No School - Winter Break
5 School Resumes
18 No School - MLK Day
22 Progress Reports Sent Home
25 Inservice Day - No School
28 Minimum Day - 12pm dismissal
29 Minimum Day - 12pm dismissal
TBD Parent Teacher Conferences

February

5 ASB February Fling Social
8 No School - Lincoln's Birthday
9 Yearbook Group Pictures
15 No School - Presidents Day
16-19 College & Career Week
18 District Jazz Showcase (UHS)
19 Career Day
TBD Math Night

March

2 Pioneer's Got Talent! Show
3 Incoming Parent Night
11 UUSD Band Concert (UHS)
12 Report Cards Sent Home
18 UUSD Choir Concert (UHS)
29-31 Spring Break

April

1-2 Spring Break
6 Spring Pictures
9 2nd Trimester Assembly
19 PJH Choir Concert (UHS)
21 PJH Band Concert (UHS)
23 Progress Reports Sent Home
28 Showcase
30 Minimum Day - 12pm Dismissal

May

3-7 Teacher Appreciation Week
18-20 CAASPP/CAST Testing
28 8th Grade Promotion Party (6-8pm)
31 No School - Memorial Day

June

2 8th Grade Awards Night (UHS)
4 Pioneer Palooza / Field Day
7 Yearbook Signing / Promotion Practice
8 Activity Day
9 8th Grade Promotion Ceremony (UHS)
9 Minimum Day - 12pm Dismissal
10 Minimum Day- 12pm Dismissal - Last Day of School
10 Report Cards Sent Home

Updated: 06/2026

MY SCHEDULE

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

Trimester 1

Trimester 2

Trimester 3

Pioneer Junior High School

Bell Schedules

Regular Schedule <i>Monday, Tuesday, Thursday, Friday</i>		Wednesday Schedule <i>Compact Day</i>		Minimum Day Schedule	
Block	Time	Block	Time	Block	Time
0	7:05 - 7:50 a.m.	0	7:05 - 7:50 a.m.	0	7:05 - 7:50 a.m.
HOMEROOM	8:00 - 8:13 a.m.	PRIDE Time	8:00 - 8:37 a.m.	HOMEROOM	8:00 - 8:06 a.m.
1	8:17 - 9:10 a.m.	1	8:41 - 9:20 a.m.	1	8:10 - 8:45 a.m.
2	9:14 - 10:07 a.m.	2	9:24 - 10:03 a.m.	2	8:49 - 9:24 a.m.
3	10:11 - 11:04 a.m.	3	10:07 - 10:46 a.m.	3	9:28 - 10:03 a.m.
4	11:08 - 12:01 p.m.	4	10:50 - 11:29 a.m.	4	10:07 - 10:42 a.m.
LUNCH	12:01 - 12:31 p.m.	LUNCH	11:29 - 11:59 a.m.	5	10:46 - 11:21 a.m.
5	12:35 - 1:28 p.m.	5	12:03 - 12:42 p.m.	6	11:25 - 12:00 p.m.
6	1:32 - 2:25 p.m.	6	12:46 - 1:25 p.m.		

Assembly Schedule		Minimum Day Assembly Schedule		Safety Drill Schedule	
Block	Time	Block	Time	Block	Time
0	7:05 - 7:50 a.m.	0	7:05 - 7:50 a.m.	0	7:05 - 7:50 a.m.
HOMEROOM	8:00 - 8:13 a.m.	HOMEROOM	8:00 - 8:10 a.m.	HOMEROOM	8:00 - 8:09 a.m.
1	8:17 - 8:58 a.m.	1	8:14 - 8:34 a.m.	1	8:13 - 9:02 a.m.
2	9:02 - 9:43 a.m.	2	8:38 - 8:58 a.m.	2	9:06 - 9:55 a.m.
3	9:47 - 10:28 a.m.	3	9:02 - 9:22 a.m.	Safety Drill	9:55 - 10:23 a.m.
4	10:32 - 11:13 a.m.	4	9:26 - 9:46 a.m.	3	10:27 - 11:16 a.m.
LUNCH	11:13 - 11:47 a.m.	5	9:50 - 10:10 a.m.	4	11:20 - 12:09 a.m.
5	11:51 - 12:32 p.m.	6	10:14 - 10:34 a.m.	LUNCH	12:09 - 12:39 p.m.
6	12:36 - 1:17 p.m.	*HR	10:38 - 10:45 a.m.	5	12:43 - 1:32 p.m.
*HR	1:17 - 1:21 p.m.	ASSEMBLY	10:45 - 11:45 a.m.	6	1:36 - 2:25 p.m.
ASSEMBLY	1:21 - 2:21 p.m.	*HR	11:45 - 12:00 p.m.		
*HR	2:21 - 2:25 p.m.				

*Students will leave backpacks in Homeroom.

*Students will leave backpacks in Homeroom.

Arrivals: Pioneer Junior High is a closed campus. Once students arrive at school, they are not allowed to leave campus during the regular school day unless being checked out by a parent/guardian.

Dismissal: At the end of the school day, all students who ARE NOT with a teacher must be off campus within 15 minutes of the dismissal bell.

Updated: 06/03/2026

BEHAVIOR STANDARDS & EXPECTATIONS

- All students have the right to feel safe and respected while at school without being bullied verbally, physically, in writing, or through social media.
- Pioneer is a gum free school.
- Cell phones must be turned off and not to be visible while on campus (see cell phone policy page).
- Always walk.
- Keep electronic or battery devices at home.
- Eat food only in designated areas.
- Act in a safe manner - "messaging around" or "just playing around" or activities that involve hitting, pushing, kicking, striking, grabbing are unsafe actions.
- Displays of affection (kissing, hand holding, hugging, and touching) are inappropriate at school.
- Speak respectfully to others on campus refrain from inappropriate language, name calling, gossip and "put-downs."
- Remain on campus at all times during school hours.
- Keep skin free from writing.
- Use non-scented lotions and stick deodorants. Sprays of any kind are not allowed.
- Leave items that may distract from classroom learning at home.
- Campus gates open at 7:30 and close at 2:30. Please plan accordingly.
- Students may not attend a planned fight.
- Have your PJH student planner with you at all times.
- Refrain from bringing items that could be of danger to self or others.
- Items sold on campus must be approved by administration.

All school rules are enforced while on campus and during school-sponsored events.

DISCIPLINE

PROGRESSIVE DISCIPLINE MODEL

Pioneer believes that consequences should match the infraction and are progressive. Consequently, depending on the frequency and/or severity of the infraction, responses may range from OMOC (Other Means of Correction) to a Maximum Consequence.

OMC

(Other Means of Correction) may include: Warning, student and/or parent conference, Detentions(s), Loss of Privileges, Saturday School, Class Suspension, In-house Suspension, Maximum Consequence: Suspension, Expulsion. (See California Education Code for additional information)

REPORTING AN INCIDENT

Our priority is that all students feel safe and respected at Pioneer. If you hear or see something, please report it. You are more than welcome to come to the office to fill out a statement report or ask to speak with Dr Kotlewski or our Assistant Principal. We are here to support you and want to help in any way we can. Please know that we respect and protect your confidentiality in all matters as well.

DETENTION

Staff members may assign detentions. Students are required to bring a signed parent consent form to detention. Failure to serve an assigned detention during the allotted time may result in assignment to Saturday School. Students removed from detention for inappropriate behavior will be assigned Saturday School or suspended from school, depending on the severity of the offense.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Students are not allowed to hold hands, hug, or show any public displays of affection at school or at school-sponsored events. Failure to abide by this rule will result in the students being placed on a "PDA Behavior" contract. Continued violations could result in further disciplinary action.

SEXUAL HARASSMENT

Within the school environment, sexual harassment is unlawful and prohibited between students. Sexual harassment applies to students of either sex when it is unwelcome and offensive. Harassment may be physical, such as unwelcome touching or obscene gestures; verbal, such as requests for sexual favors or derogatory comments or name calling; or visual, such as written notes, or the display of obscene cartoons, pictures or drawings. It is a suspendable offense. If, upon investigation, it is determined that sexual harassment has occurred, appropriate corrective action shall be taken.

RESTORATIVE DISCIPLINE PRACTICES FOR STUDENT MISCONDUCT

At Pioneer Junior High, our goal is to create a positive learning environment for everyone on our campus. We care about our students, holding them accountable when they make mistakes, and supporting them to grow into young men and women of character. We believe that we need to be PROACTIVE in teaching students how to behave, instead of waiting for misbehavior and then reacting. Consequences are necessary, but we build positive behaviors by teaching, reinforcing, and building relationships with our students.

Pioneer Junior High implements PBIS (Positive Behavioral Interventions and Supports) to help us with this work and to create a positive climate and culture anchored in restorative justice practices necessary for all students to achieve social, emotional, and academic success.

Perseverance
Respect
Integrity
Demonstrate Safety
Empathy



PIONEER PRIDE

	Campus Bike Racks	Classroom Library Media Room	Locker Rooms	Restrooms	Hallways, Stairs, & Railings	Eating Areas
Perseverance To do something despite a difficulty or challenge	Staying in the quad area before school Entering and exiting using the proper gates Follow directions of all school staff	Put forth your best effort Ask questions to clarify Push through when tasks are difficult Maintain an appropriate voice tone	Double check that your lock is secured Make sure all of your belongings are in your locker Walk in and out of the locker room	Use the restroom during passing period Ask to use the restroom at an appropriate time Report to staff if there is an issue with the restroom	Walk safely and directly to your destination during passing periods Maintain an appropriate personal space and having self-control	Maintain a clean space Stay in the designated lunch areas Follow directions of all staff
Respect To be considerate of self & property (Treat others with kindness)	Go directly to the quad in the morning Exit campus immediately after school Follow directions of all school staff Be a good role model in the community	Use appropriate language and volume for environment Be polite to others Use technology as instructed Work cooperatively	Deodorant is for personal hygiene Use toilet for intended purposes only Be mindful of personal space	Quiet use of facility Keep facility clean Use for intended purpose only Flush toilet paper only	Use conversational voices Use language that will not offend others Hold on to your belongings	Use a respectful voice level around classrooms in session Keep your hands to yourselves Be mindful of personal space
Integrity To have moral character and honesty	Use appropriate language Report bad behavior including vandalism Follow dress code	Tell the truth Admit mistakes and accept responsibility Clean up after self	Cell phones must be off and out of sight Be mindful of other people's property	Use restroom and leave Report bad behavior including vandalism	Keep hallways clean and clear Report bad behavior Help someone in need	Use appropriate language Use trash cans for intended purposes Be kind and inclusive
Demonstrate Safety To act in a way that is not harmful to self or others	Walk in designated crosswalks and sidewalks Put away electronics while crossing Walk bikes onto and off of campus Observe bike safety rules Keep your hands to yourself	Keep hands, feet and objects to self Keep all four legs of chair on the floor Follow all directions and classroom routines	Use non-scented lotions and stick deodorant. Keep hands and objects to self	Use toilet only to dispose of waste Wash hands	Walk on the right side of the hallway Keep everything on the correct side of railings. Keep hands, feet and objects to self	Food is for eating and water is for drinking Always walk and stay within lunch boundaries
Empathy To share and understand the feelings of others.	Greet students and staff members Be welcoming of all individuals on staff Keep clear of exit and entry points Help others in need of assistance	Use kind words Use appropriate voice tone Acknowledge and value one another's differences and similarities	Honor everyone's privacy and personal space Be courteous and considerate of others. Help others in need of assistance	Be mindful of your impact on others Honor everyone's privacy and personal space Leave the space better than you found it	Help those in need of assistance Be mindful of your impact on others Seek help when needed	Model courtesy within our community Include others in your groups and activities

CALIFORNIA EDUCATION CODE



A student may be suspended or expelled for acts which are listed in this section and related to school activity or attendance that occurs any time, including, but not limited to, any of the following:

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off campus
4. During, or while going or coming from, a school-sponsored activity

Parents/Guardians and students are hereby notified that in schools of the UUSD, a student may be suspended and may be recommended for expulsion if the principal (or assistant principal or other designee) determines that the student has committed any of the following offenses as outlined in Ed. Code 48900a-0, 48900.2-48900.4 and 48900.7

SCHOOL SUSPENSION

Suspension means that students are removed from the school for a specific period of time. Students may not attend any school functions during the time of suspension and may not be on campus during regular school hours. A re-admit conference between the parent/guardian, student, and administrator will be scheduled. Suspension will be imposed only when other means of correction fail to bring about proper conduct. The law provides for suspension of students upon a first offense, only in cases where the student's continued presence is a danger to persons or property or threatens to disrupt the instructional process.

CLASS SUSPENSION

The state law and Upland Unified School District policy also provides for suspension from class by a teacher. If multiple interventions have not been successful or for serious disruptions, students will be given an administrative discipline referral. In such cases, the teacher will send the student with a referral notice to the office and telephone or conference with the parent/guardian within 24 hours regarding the violation.

SCHOOL SUSPENSION

Suspension from school is removal from ongoing instruction to the supervision of parent/guardians. Prior to suspension, the student will be told why he/she is being suspended and given an opportunity to tell his/her version of the incident. Before the student leaves the grounds, the parent/guardian will be notified of the suspension, the reason, and the rules involved, and offered an opportunity to give a response. If a parent/guardian cannot be reached, the suspended student will remain in the office until the end of the school day.

ALTERNATIVE PLACEMENT

Alternative placement means removal from the Pioneer Junior High School campus to Community School. Parents/Guardians may appeal the involuntary transfer to the Director of Child Welfare and Attendance.

EXPULSION

Expulsion means students are permanently removed from the Upland Unified School District. The District will provide parents/guardians and students with copies of their rights and provide due process prior to expulsion.

CALIFORNIA EDUCATION CODE

(continued)

EXPULSION PROCESS

The Board of Education may order a student expelled from the school district for continued violation of the offenses listed when other means of correction have repeatedly failed to bring about proper conduct. Also, a student may be expelled when, due to the nature of the violation. His/her presence causes a continuing danger to the physical safety of the student or others, and that means of correction is not feasible. The principal recommends expulsion in the above-required cases and other discretionary cases in accordance with the following process:

- A school-level meeting with an administrator, a counselor, the student, and the student's parent or guardian. If, at this meeting, it is decided to recommend to the district that the student should be expelled, a district administrative panel meeting will be scheduled.
- The administrative panel consists of three district-level administrators, the school-level administrator from the school the student attends, the student and the student's parent or guardian. If, at this meeting, it is decided against the student, the panel will recommend to the School Board that the student be expelled.

Both expulsion and suspension are serious matters. The rights of students are protected throughout the process.

OTHER MEANS OF CORRECTION

Other Means of Correction Required: EC 48900.5.

(a) Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069.7.

Violations of school rules and regulations will result in administrative, teacher, or other staff action that may include, but is not limited to, the following:

Counseling or warning the student.

Letters of apology or written reports on behavior by the student.

Restorative Conference/Circle

School detention before or after school.

After School Cleanup.

Saturday School.

Parent/Guardian conferences.

Student Behavior contracts.

Habitual Misconduct contracts.

Peer counseling/conflict resolution.

Counseling with district and/or school counselors.

Period suspension or alternative placement center (full day).

Require parent/guardian to attend a portion of the school day with their child.

ATTENDANCE

ATTENDANCE/ABSENCES

The California State Education Code requires school attendance for minors. We would like to remind you that success at school is contingent upon regular attendance. If your child needs to be away from school for a brief period of time (dental/doctor appointments) or for a day or more (illness, family emergency), it is important that you notify the school by emailing the 24-hour Attendance Email at pjhattendance@upland.k12.ca.us or by sending a note when your child returns. When emailing the Attendance Email, please leave your name, the student's name, the date, and the reason for the absence. **If an absence is not cleared within 3 days, it will be considered truant.**

SHORT-TERM INDEPENDENT STUDY (15 for fewer days throughout the school year)

- Planned Absences - If you know your child will be out for one or more consecutive school days (excluding holidays), you may request a Planned Absence Independent Study five school days prior to the absence. In doing so, please provide the PJH Attendance Clerk with a letter or email stating the dates the student will be out and the reason for the absence. The attendance clerk will send out the Independent Study Contract to collect the required signatures and then prepare the student's work to complete while away and notify the family once the work is available. **Completed work must be returned to the attendance clerk on the day the student returns to campus.** Submitted work will be counted toward the student's grades.
- Unplanned Absences - If an emergency or last-minute circumstance arises resulting in an absence and you cannot provide the five day's notice, you may request an Unplanned Absence Independent Study. In doing so, please provide the PJH Attendance Clerk with a letter or email stating the dates the student will be out and the reason for the absence. The attendance clerk will send out the Independent Study Contract to collect the required signatures. **Work will be assigned from a generic list of assignments aligned to core subjects but may not count toward the student's class grades. Completed work must be returned to the attendance clerk on the day the student returns to campus.**

MORNING TARDY POLICY

Students are expected to arrive at school and to each class on time. Students who arrive to class after 8:00 AM must sign in with the Attendance Clerk, noting why they are tardy, and then receive a pass to class. A parent, student, and counselor conference will be scheduled if a student is habitually tardy.

CLASS TARDY POLICY

Students are expected to be in their assigned seats when the tardy bell rings. Students who are not seated at that time may be marked tardy and assigned detention in accordance with classroom rules.

SCHOOL ATTENDANCE REVIEW BOARD

If a student is habitually truant, or has a pattern of irregular attendance, the student may be referred to the School Attendance Review Board (SARB). The school will notify the student and the parent/guardian of the referral.

PROHIBITED ITEMS

GUM

Gum is not permitted on campus. Possession and or chewing gum on campus will result in campus beautification or other means of correction.

CELL PHONES, SMART WATCHES, AND WIRELESS EARBUDS/HEADPHONES

Pioneer recognizes the importance of communication between students and parents, particularly during school-wide emergencies. The district also recognizes the importance of protecting instructional time from unnecessary disruptions. The school office can take messages for emergencies from parents/ guardians and send them to your student regarding after-school plans, etc. Students are able to use their personal devices when school releases at the end of the day, once they are **outside** of the campus gates.

Students may bring cell phones and wireless earbuds/headphones to campus during the school day, while attending school-sponsored activities, or while under the supervision of a school district employee. However, except in the event of an emergency affecting the school or community, these devices must be turned off, stored in the student's backpack, and kept out of sight while students are on campus. Smart watches are not permitted on campus or at school-sponsored events at any time.

Cell phones and wireless earbuds/headphones may not be used during the school day or at school-sponsored events, including but not limited to field trips and after-school sporting events. Prohibited use includes, but is not limited to, phone calls, text messages, messaging apps, social media, audio or video recording, taking pictures, listening to audio, and checking the time.

Students are responsible for securing their personal electronic devices. Devices should not be left unattended in a backpack, purse, or other location on campus. The school is not responsible for devices that are damaged, lost, or stolen.

Students who violate this policy will have their device confiscated. Confiscated devices will be returned only to a parent or guardian listed in Aeries contacts. Students may also be subject to disciplinary consequences. Continued violations may result in further disciplinary action.

CAMERAS

Unless expressly directed by a teacher for a specific project, students are prohibited from having in their possession a camera, and students are strictly prohibited from taking pictures or video of students, staff, the school, or private property while under the jurisdiction of school rules, including on the way to and from school. In addition, students may not post on the Internet, transfer, email, or exchange such images in any way. Students in violation of this are subject to disciplinary consequences, including but not limited to immediate suspension.

FLOWERS, BALLOONS, ETC...

Students are not permitted to bring flowers, balloons, gifts, or other items to their friends or classmates on campus. These personal items should be given off campus, outside of school hours. The school will not accept delivery of any items for students.

DRESS CODE



It is our responsibility to develop a dress code that promotes a positive, safe environment in which clothing is suitable for the school environment. While we understand that there is a diversity of family preferences and expectations for how students dress, as a school we must create a standard policy for all of our students. All students must follow the dress code while at school or while attending school-sponsored events.

GENERAL CLOTHING EXPECTATIONS

Clothing must allow students to walk, sit, stand, bend, reach, and participate safely in school-related physical activities. Required coverage must remain intact during the aforementioned physical movements. Clothing should not require constant adjustment in order to meet the coverage expectations in this dress code. Clothing may not create a health or safety hazard for the student or others.

COVERAGE AND UNDERGARMENTS

Clothing must cover the chest, back, midriff, buttocks, shoulders, and undergarments. Undergarments may not be visible. Clothing may not be see-through or sheer unless appropriate clothing is worn underneath. Pants, shorts, and skirts must be worn at the waist or hips and may not expose undergarments. Undergarments and swimwear may not be worn as outerwear.

PROHIBITED IMAGES, LANGUAGE, and MESSAGES

Clothing, shoes, jewelry, bags, accessories, and hats may not advertise, promote, depict, or suggest alcohol, tobacco, drugs, illegal substances, sexual activity, profanity, obscene language, harassment, discrimination, violence, graffiti, or illegal activity. Items may not include words, images, symbols, or gestures that are derogatory, disparaging, threatening, or demeaning toward any individual or group.

GANG-RELATED, HATE-RELATED, OR DISRUPTIVE ITEMS

Clothing, shoes, jewelry, bags, accessories, and hats may not display or represent gang-related symbols, signs, colors, numbers, logos, language, or paraphernalia. Items associated with hate groups or items that substantially disrupt the learning environment or create a safety concern are not permitted.

SAFETY-RELATED RESTRICTIONS

Accessories, jewelry, or apparel that create a safety concern are prohibited. This may include items such as chains, sharp objects, or accessories that could be used to harm self or others.



DRESS CODE

(continued)

HEADWEAR

Hats worn for sun protection are allowed outdoors if they have a full brim of at least 1½ inches on all sides. Baseball caps and ski masks are not permitted unless approved for a school activity or special circumstance. Hats, beanies, sunglasses, and hoods must be removed indoors unless permitted for religious, medical, safety, or school-approved reasons. Religious and medical head coverings are permitted.

FOOTWEAR

Students must wear shoes appropriate for safe movement at school. Slippers, slides, and flip-flops are not permitted. Sandals must have a heel strap. Students must have appropriate athletic shoes for P.E. Lockers are available for students to store P.E. shoes at school.

P.E. CLOTHING AND SPECIAL DRESS DAYS

School-issued P.E. clothing may be worn only during the student's P.E. class unless otherwise authorized. Pajamas, sleeping garments, blankets, and slippers may not be worn unless it is a designated school activity or spirit day. Athletic shorts and biker shorts may not be worn outside of P.E. class unless approved for a school activity or designated day.

ADMINISTRATIVE REVIEW

Items not specifically listed may be restricted if they create a safety concern, substantially disrupt the learning environment, or violate one of the standards in this dress code.

As fashion trends change, there may be a need to modify dress standards. When this occurs, students and parents/families will be notified through the school website, Aeries Communication, discussions with staff, and/or announcements. Please call the school at any time for clarification prior to the purchase of school clothing. Inappropriate clothing may be confiscated and released to parents. Parent support in encouraging students to dress appropriately is greatly appreciated.

Students who violate the dress standards will be subject to disciplinary consequences consisting of but not limited to, detention, and/or also changing into loaner clothes. Continued violations could result in further disciplinary action.

GENERAL INFORMATION

ACADEMIC HONESTY

Students should be proud of what they accomplish through honest effort. Academic honesty and responsibility are expected of all students. Cheating at any level is irresponsible and will not be accepted. The consequences of cheating/copying/plagiarism shall be zero credit on that work and up to possible suspension.

ACTIVITIES

All Pioneer activities are for Pioneer students only; guests are not allowed. To participate in an activity or dance, you must attend school for that day. No child will be excluded from any activity because of cost. If this cost presents a financial burden for you, please notify the office. Your request will be kept in strict confidence. Interested students may organize clubs if a teacher agrees to sponsor the club. Students are encouraged to participate in the numerous ASB activities.

ASSEMBLIES

Pioneer offers various assemblies throughout the year. Whistling, booing, shouting or other inappropriate behavior by students will not be permitted. Any students removed from an assembly for inappropriate behavior may not be allowed to attend the next assembly or may receive further consequences.

CODE OF CONDUCT

Students are expected to be self-disciplined and conduct themselves in an orderly manner while attending school. Minor violations may result in detention. In addition, ASB sponsored events, after-school sports, and end-of-the-year activities/graduation may be denied due to inappropriate behavior. Students may be suspended or expelled from school for violations of school rules, policies, and inappropriate behavior on campus and going to/from school. Certain violations are considered serious and may result in suspension, expulsion, and/or arrest. (Education Code 48900/48915). Those violations are listed under the Required Notifications section of the Handbook.

COMPUTER USE

A student who submits a signed Acceptable User Agreement in the Aeries Parent Portal will have computer network and Internet access during the course of the current school year.

UNACCEPTABLE USE

Equipment and network use is a privilege, not a right. Inappropriate use of the equipment and/or the network by a student will result in disciplinary action up to and including suspension, expulsion, cancellation of the student's user privileges, and/or legal action in accordance with the law and UUSD policy. Please refer to the Student Use of Computer Technology and Electronic Communication, and the Acceptable User Agreement, which was electronically signed through the Aeries parent portal at the beginning of the year, for a full list of acceptable and unacceptable uses.

COUNSELORS

The counseling program is intended to assist students with personal and academic problems. A student may request an appointment by emailing the counselor, going through their Google Classroom, or visiting the office before/after school or during lunch. The counselor will contact the student regarding an appointment time.

GENERAL INFORMATION

(continued)

PROGRESS REPORTS

Mid-trimester progress reports are emailed through Aeries. A teacher may request a parent conference when a student is in danger of failing. Parent/Teacher conferences are scheduled after the first and second trimester grades are posted.

TRAINED SUBSTANCE-DETECTION CANINES

To provide a safe and healthy learning environment for all students and staff, we have contracted with a private company to provide random, unannounced visits to our campus by non-aggressive, specially-trained Golden and Labrador retriever canines. These canines will periodically check our campuses for illegal contraband such as alcohol, drugs and explosives. The canines will not directly contact students.

ELIGIBILITY - SPORTS/ACTIVITIES

All students must maintain an average of 2.0 or better in all subject areas the preceding semester in order to participate in the following extra-curricular activities: after-school sports, student government, and performing groups which are not classes. Any student, who is suspended, involved in a serious violation of school rules, or exhibits poor citizenship will be denied participation. During the season, students may also be placed on "Inactive Status" by a coach/director if a student falls below a 2.0 or is receiving an "F" in a current class.

EMERGENCY PROCEDURES

During a disaster, in order to ensure the safety of all individuals, students will be required to remain on campus until released to a parent, guardian or designated individual listed in Aeries Contacts through the Aeries Parent Portal.

VISITORS

The staff welcomes parents and adult visitors who wish to come and observe the school and classes. Staff members request such visits be made by appointment. Classroom visits require 24-hour notice and approval of the site administrator. All visitors must sign in at the office before visiting classrooms. The office will not approve requests for friends/relatives to visit classes.

END-OF-YEAR ACTIVITIES

Eligibility for end-of-year activities is based on academic and behavior expectations. End-of-year activities include: 7th grade Activity Day, 8th grade Activity Day, 8th grade Promotion Party and 8th grade Promotion Ceremony.

- Academic: Activities will be denied if a student drops below a 2.0 GPA at the 1st Semester grading period. However, activities may be restored if a student receives a 2.0 GPA or better and has no "F's" in the 2nd Semester grades.
- Behavior: At least one of the activities will be denied if a student has been previously suspended and is suspended during the second or third trimester. Activities may also be denied if a student continues to commit habitual disciplinary misconduct (i.e. tardies to class, class disruption, detentions, assigned to Saturday School, time out, etc.)

GRADE REPORTS

Grade report cards will be sent via Parent Square.

GENERAL INFORMATION

(continued)

GUEST (SUBSTITUTE) TEACHERS

All students must treat guest teachers with respect. Students who disrupt classroom activities when guest teachers are present are subject to being assigned detention, class suspension or suspension from school.

NURSE/HEALTH TECHNICIAN

The District has multiple nurses who serve in our district. Each school has a health technician trained in first aid and CPR. By state law, the health personnel can administer emergency treatment. The health office is concerned with all aspects of the health of students. The health technician coordinates screenings for vision, hearing, immunizations, scoliosis, and dental health. Parents are requested to notify the health technician about serious health concerns and regularly prescribed medications. An ill student who wishes to discuss a health problem with the health technician should ask for a pass from the classroom teacher. When students call their parents on their cell phone to come pick them up in the middle of the day without being seen by the school nurse/health technician, it causes much confusion in the front office and can become a safety concern if the student is not immediately cared for by an adult. The nurse/health technician carefully assesses students who feel ill and will contact parents when necessary. For safety reasons, students are discouraged from contacting a parent/guardian via their cell phone without office permission.

MEDICATIONS AT SCHOOL

Students and parents should keep the health technician informed of any special health matters and keep the school office informed of changes of address and emergency telephone numbers. All prescription or over-the-counter medication must be kept in the health office with a School Medication Form (available from the health technician and it is also available on the school website). All medication must have a School Medication Form filled out by a physician indicating the type of medication, the amount to be taken and the time to be administered. The adult designee should deliver all medications needed at school to the Health Office, including those medications that the student is authorized to carry. Over-the-counter meds (i.e. Tylenol) must be in unopened, sealed containers and also require a school Medication Form to be fill out by a physician with instructions. Students must have a pass from the teacher before going to the health office which is located in the main office. All discontinued or outdated medications are returned to adults only. Medication will not be sent home with students. Any student coming to school with crutches, must have a written doctor's note stating that the student must have crutches and for the period of time that the crutches are to be used.

HONORS AND AWARDS

High levels of achievement in students will be recognized with appropriate honors. The following are some of the awards presented at the conclusion of the year to eighth grade students. The Presidential Academic Award is awarded to students who maintain a 3.50 grade point average for the first five consecutive trimesters or an overall GPA of 3.75. Additional awards are given in the following categories: sports, school service, community service, performing arts and academic excellence. Students with a 3.5 GPA will be recognized for being on the Honor Roll.

LIBRARY/TEXTBOOKS

Student I.D. cards are required to check out library books and textbooks. Students are financially responsible for checked-out text and library books. Education Code 48904 states those students and their parents are liable for any loss or damage to school materials or equipment.

GENERAL INFORMATION

(continued)

LUNCH

Eat food only in designated areas. Food or drinks are not permitted on the basketball courts or fields. Students are responsible for cleaning up after they eat.

- Place trash in trash containers. Recycle as appropriate.
- Respect the cafeteria staff, noon aides and all adults on campus.
- Use only your own electronic pin number to access money in established accounts.
- Lunch parties initiated by parents/students are not allowed (i.e. pizza, cakes, cupcakes, cookies, etc.).

PHYSICAL EDUCATION

All students are expected to dress out and participate in physical education class every day. If students are not able to participate in PE for health reasons, they must bring a written note from parent/guardian to the health office on the day that they wish to be excused. A doctor's note is required if a student is not able to participate in PE for more than three days. Students must have a doctor's note when on crutches or with a cast. Students who are excused from PE must report to their PE teacher for an alternate class assignment. In the locker room students are required to lock up all personal belongings including their backpacks. The school is not responsible for backpacks left outside the locker room and any items taken from a PE locker. The student should notify their PE teacher regarding locker problems.

PERSONAL & SCHOOL PROPERTY

The school and district are not responsible for the loss, theft or vandalism of any personal property.

Students must pay for damaged or lost school property, including textbooks. Failure of payment will jeopardize the student's participation in extracurricular activities. Students are required to protect all textbooks with book covers.

PTSA

The Parent Teacher Student Association encourages the active participation of students and parents of Pioneer Junior High School. If you are interested in volunteering, please contact the school and/or the PTSA President.

RESTROOMS AND HALLS

Students may not loiter in or around the restrooms or hallways. Restrooms may be used only at passing time or in the case of an emergency, a teacher will provide the student with a pass. Students must have a pass to be out of class for any reason.

SCHOOL OFFICE

Office hours are from 7:30 AM - 4:00 PM. The school office is a place for official school business and service to the students, parents and faculty. Students may use office phones only for emergency purposes.

STUDENT ID CARDS

This card will allow you to check out textbooks, library books, verify your name and purchase meals from the cafeteria. Carry it with you at all times. The first card is free and subsequent replacement cards will cost \$5.00. Students can order replacement ID cards in the front office before school and they will be ready to pick up after school.

SCHOOL COUNSELOR'S MESSAGE

Welcome to the 2026-2027 school year! We are so excited to be on this journey with you; we are here to support you and help you adjust to Junior High School life! At Pioneer Junior High, our mission is to foster a positive school culture and provide support to all students for academic success, college and career exploration, and social-emotional growth. We are looking forward to connecting with each of you! Throughout the year, your School Counselors will be presenting on a variety of helpful topics. Students have the opportunity to meet with their school counselor if they have any questions or need help with academic skills and social support. **Students can make an appointment to see their school counselor through our Google Classroom or drop by before/after school or during lunch.** In addition, we support families by hosting our "Coffee with the Counselors" parent workshops, where we enjoy meeting with our families and discussing relevant information. We can be contacted by phone, email, ParentSquare, and meeting request forms on our website. Please take some time to explore more resources on our website: <https://bit.ly/4ar809d>

Your School Counseling Team

TBD

Ms. Arguello

Last Names A - K,
8th Grade L

Last Names M - Z,
7th Grade L

SCAN ME!



Wellness Center

The PJH Wellness Center provides an environment that encourages students to feel calm, safe, and accepted, and is open to all students before/after school and during lunch. Our goal is to provide a space where students have access to whole wellness, offering them the opportunity to learn strategies to enhance their social-emotional toolkit and overall well-being. Our goal is to prepare you to succeed in both school and life.

We are looking forward to a wonderful school year!



My Wellness Plan

How does your body feel when you're upset?

- ☐ Short of breath
- ☐ Shaky
- ☐ Sweaty palms
- ☐ Uninterested in activities I usually enjoy
- ☐ Stomach ache (often)
- ☐ Sleeping too much or too little
- Headache (often)
- ☐ Withdrawn from others/the world

**If your or a friend's safety is at risk
please tell an adult IMMEDIATELY!**

**National Suicide Prevention Hotline
1-800-273-8255**

My Go To List:

My School Counselor:

Adult at home:

Teacher:

Family member:

Friend(s):

Other amazing people:

Remember to ACT!

Ask for help: Don't be afraid to let your friends, family, or teachers know what you need, they want to help you.

Care: Listen with empathy and provide support.

Tell: Talk to a trusted adult, you are not alone.

A place I feel safe is:

What coping strategies might you use?

- ☐ Talk to someone from my go-to-list
- ☐ Exercise (sport, dance, walk)
- ☐ Deep Breathing
- ☐ Spend time with a pet
- ☐ Listen to music
- ☐ Play an instrument
- ☐ Color or draw
- ☐ Use mindfulness app on my phone
- ☐ Practice grounding
- ☐ Notice the good
- ☐ Countdown from 10
- ☐ Close my eyes and imagine myself in a peaceful place
- ☐ Positive affirmations
- ☐ Take a nap

Student's Guide to Problem Solving

Questions or Concern	Solutions
I am concerned about my grades should I do?	• Step 1- Check Aeries for grades/missing assignments and have a conversation with your teacher. • Step 2 - Contact your teacher & request tutoring. • Step 3 - Request a parent/guardian teacher conference. • Step 4 Request a meeting with Counselor/Admin.
I have a problem with my teacher. What should I do?	• Step 1- Contact/meet with the teacher and discuss your concerns. • Step 2- Contact/meet with counselor/admin. • Step 3- Involve your parent/guardian.
I am concerned with my mental health and well-being. (I feel sad, depressed, suicidal, etc.) What should I do?	• Step 1- If at school, IMMEDIATELY contact/meet with a school counselor, teacher, or administrator you feel comfortable with. • Step 2- If at home, inform your parent/guardian and/or use the contact below.
I am being bullied/harassed at school, on the bus, and/or on social media. What should I do?	• Step 1- Tell an adult at home or at school. • Step 2- Contact and/or request to meet with Admin. • Step 3 Request a restorative conversation if comfortable.
My parent/guardian is struggling to provide basic necessities (food, shelter, clothing, etc.) for our household. What should I do?	• Step 1- Call 211. • Step 2- Contact/meet with counselor/admin to request help. • Step 3- Contact the District Office to request help.

Having a Crisis?

Contact	Phone Number
Emergency Response	9-1-1
Community Crisis Response Team (CCRT)	(909)458-1517 (909)535-1316
Merrill Center - 24 Hour Crisis Unit	(951) 643-2340
Upland Unified School District Crisis Line	(909) 921-7472
Suicide Prevention Lifeline (24/7)	(800) 273-8255
Trevor Lifeline (LGBTQ+)	(866) 488-7386
Crisis Text Line	Text HOME to 741741
National Runaway Safeline (24/7)	(800) 621-4000



Calculating My GPA



STEP 1: Write in your letter grade for each class below.

SAMPLE	Letter Grade (A, B, C, D, F)	Grade Points
English		
Math		
History		
Science		
PE		
Elective: _____		
Elective: _____		

**STEP 2: LOOK UP THE POINTS
VALUE (0 TO 4) FOR EACH
LETTER GRA**



LETTER GRADE	GRADE POINTS
A =	4
B =	3
C =	2
D =	1
F =	0

STEP 3: Write in the point value for each class



**STEP 4: Add up
the total of all
points you
earned.**

TOTAL GRADE POINTS

**STEP 5: DIVIDE
THE TOTAL GRADE
POINTS BY # OF
classes**



GRADE POINT AVERAGE = TOTAL POINTS /

Trimester 1	Letter Grade	Grade Points
ENGLISH		
MATH		
HISTORY		
SCIENCE		
PE		
ELECTIVE 1		
ELECTIVE 2		
TOTAL GRADE POINTS	GRADE POINT AVERAGE	

Trimester 2	Letter Grade	Grade Points
ENGLISH		
MATH		
HISTORY		
SCIENCE		
PE		
ELECTIVE 1		
ELECTIVE 2		
TOTAL GRADE POINTS	GRADE POINT AVERAGE	

Trimester 3	Letter Grade	Grade Points
ENGLISH		
MATH		
SCIENCE		
PE		
ELECTIVE 1		
ELECTIVE 2		
TOTAL GRADE POINTS	GRADE POINT AVERAGE	

Data Chat Worksheet

Name: _____

Observe

I am reflecting on my data for:

☐ Mathematics

☐ Reading

1A Color in and/or record your scale scores on the Diagnostic.

1B After the first Diagnostic: Draw in and/or record your Typical and Stretch Growth measures.

1C After the second and last Diagnostics: Record your Progress to Annual Typical Growth and Annual Stretch Growth.

	1st Diagnostic Date:	2nd Diagnostic Date:	Last Diagnostic Date:
Scale Scores:			
Typical Growth measure:			Progress to Annual Typical Growth:
Stretch Growth measure:			Progress to Annual Stretch Growth:

Reflect

2 One achievement I am proud of is ...

3 I have made progress in _____ by ...

Example Achievements:

- I learned how to multiply decimals.
- I learned how to decode unfamiliar words.
- I improved the most in algebra.
- I made progress in vocabulary by practicing at home.

Set Goals

4 Thinking ahead, my goals are ...

Example Goals:

- Continue improving on my comprehension of informational texts
- Improve my interpretation of multi-step word problems

Take Action

5 I will achieve my goals by ...

Example Next Steps:

- Read nonfiction books for independent reading
- Practice my math facts
- Read word problems carefully and show work for every step, including when I'm taking the Diagnostic

Data Chat Worksheet

Name: _____

Observe

I am reflecting on my data for:

☐ Mathematics

☐ Reading

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Name: _____

Observe

I am reflecting on my data for:

- ☐ Mathematics
☐ Reading

1A Color in and/or record your scale scores on the Diagnostic.

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Typical Growth measure:			Progress to Annual Typical Growth:
Stretch Growth measure:			Progress to Annual Stretch Growth:

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- Read word problems carefully and show work for every step, including when I'm taking the Diagnostic

WHAT IS THE R.A.C.E.S WRITING STRATEGY?

R.A.C.E.S is a writing strategy for answering open-ended questions.



R.A.C.E.S



RESTATE THE QUESTION

- Turn the question around into a statement.
- Use words from the question to respond to the prompt.
- Include the TAG if writing a paragraph response.



ANSWER THE QUESTION

- Answer all parts of the question.
- What is being asked?
- Respond with your own argument.
- Use elevated vocabulary (or vocabulary from the text) and active verbs.
- Use specific character names.



CITE EVIDENCE

Cite evidence from the text- you must quote the text. Use evidence-based terms to begin your sentences. Follow Lead-in Guidelines

All lead-ins need to state who said the quote and why they said it.

- When taking the dog for a walk, the author notes,
- According to the speaker, as he scans the TV screen,



EXPLAIN YOUR REASONING

Explain & Extend- Explain how this evidence supports your answer. Give examples from connections you made. Use active verbs and reference the audience.

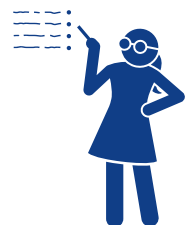
- The reader recognizes that...
- Because..., one realizes...
- The author demonstrates that...
- The audience understands...
- The evidence suggests...
- The audience learns...



SUMMARIZE YOUR INFORMATION

Summarize your information.

- Because the author's message is clearly established,...
- When one fully grasps this idea,...
- As one can see,...
- If one focuses on the facts...
- Since the reader learns...then...



UNIVERSAL LANGUAGE OF LITERACY



analyze



argument



author's purpose



central idea (informational)



central idea (literary)



citation



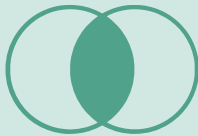
claim



compare



conclusion



contrast



Justify



delineate



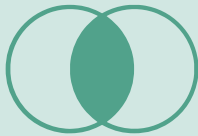
describe



determine



discuss



distinguish



evaluate



explain



format



identify



inference



key details



main idea



medium



opinion



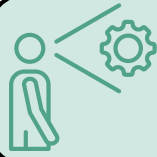
paraphrase



phrase



point of view (informational)



point of view (literary)



summary



synthesize



text feature



text structures (informational)



textual evidence



theme



tone



topic



MULTIPLICATION CHART

x	1	2	3	4	5	6	7	8	9	10	11	12
1	1	2	3	4	5	6	7	8	9	10	11	12
2	2	4	6	8	10	12	14	16	18	20	22	24
3	3	6	9	12	15	18	21	24	27	30	33	36
4	4	8	12	16	20	24	28	32	36	40	44	48
5	5	10	15	20	25	30	35	40	45	50	55	60
6	6	12	18	24	30	36	42	48	54	60	66	72
7	7	14	21	28	35	42	49	56	63	70	77	84
8	8	16	24	32	40	48	56	64	72	80	88	96
9	9	18	27	36	45	54	63	72	81	90	99	108
10	10	20	30	40	50	60	70	80	90	100	110	120
11	11	22	33	44	55	66	77	88	99	110	121	132
12	12	24	36	48	60	72	84	96	108	120	132	144