



**STUDENT PLANNER 2024-2025**

**Name:** \_\_\_\_\_

**Advisement Teacher:** \_\_\_\_\_



# STUDENT & PARENT/GUARDIAN H.O.N.O.R. CODE

**STUDENTS** agree to uphold the Venado HONOR code by...

**Honest** knowing and following all school and classroom rules.

- ◆ completing all assignments themselves and correcting work honestly.
- ◆ telling the truth in all situations at school and home.

**On-Time**

- ◆ planning the morning and leaving home in time to arrive to school on-time.
- ◆ reporting to all classes ready to learn prior to the ringing of each tardy bell.
- ◆ making the transition from class to class in a timely manner.
- ◆ completing/turning in assignments on-time.

**Noble**

- ◆ treating others as you would want to be treated.
- ◆ exercising sound judgment and making good decisions.
- ◆ asking for help when in need of assistance.
- ◆ always putting forth the best effort.
- ◆ reporting unsafe or dangerous situations on campus and in the community.

**On Task**

- ◆ participating regularly and appropriately.
- ◆ completing all class work, projects and homework in a timely manner.
- ◆ using SLANT (Sit Up, Listen, Ask Appropriate Questions, Nod and Track the Teacher).
- ◆ using the Student Planner for keeping track of homework, projects and assignments.
- ◆ organizing and replenishing supplies and materials regularly.
- ◆ accessing Aeries regularly to view gradebook/assignments in each class.

**Responsible and Respectful**

- ◆ attending school regularly.
- ◆ spending time each night studying and/or preparing for school.
- ◆ discussing their academic progress in school with parents/guardians and teachers.
- ◆ taking advantage of Tutorial and school interventions when offered.
- ◆ asking for permission.
- ◆ treating others as he/she would like to be treated and showing compassion.
- ◆ respecting learning time and showing individual and social accountability.

**PARENT(S)/GUARDIAN(S)** agree to support their children in upholding the Venado HONOR code by...

**Honest**

- ◆ reviewing all school and classroom rules listed in the Student Planner with their child.
- ◆ reviewing homework and assignments for honest effort and completeness.
- ◆ supporting students in telling the truth in all situations at school and home.

**On-Time**

- ◆ providing their child a healthy balanced diet including breakfast each morning before school.
- ◆ making sure that their child attends school every day.
- ◆ assuring that their child arrives to school on-time

**Noble**

- ◆ talking with their child about the right way to treat others.
- ◆ celebrating when their child exercises sound judgment and makes good decisions.
- ◆ asking teachers and the school for help when students are not reaching their greatest potential.
- ◆ supporting students in putting forth their best effort.
- ◆ supporting school rules, class rules and the attendance/tardy policies.

**On Task**

- ◆ developing a routine for homework and learning at home.
- ◆ reviewing Student Planner and homework each evening for completeness and effort.
- ◆ setting academic goals with their child.
- ◆ establishing accountability for completing projects and homework in a timely manner.
- ◆ accessing Aeries regularly to view gradebook/assignments in each class.
- ◆ communicating with teachers and counselors about academic progress.

**Responsible and Respectful**

- ◆ reviewing and discussing academic progress routinely with your child and their teachers.
- ◆ discussing the value of an education with their child.
- ◆ attending school events that contribute to the development of your child.
- ◆ communicating with teachers, administration and staff in a positive and civil manner.

# SCHOOL-PARENT COMPACT

**As a Title I school, Venado Middle School provides to parents/guardians of students, a school-parent compact. The compact, jointly developed with all stakeholders groups in our school community, outlines how families, school staff, and students will share the responsibility for ensuring student success.**

## **Student Section\***

I realize my education is important. I know that I am the one responsible for my success. Therefore, I agree to carry out the following responsibilities to the best of my ability. I will...

- ◆ have a growth mindset and put my best effort forward
- ◆ use my VMS Student Planner and Canvas daily, stay organized and plan ahead
- ◆ use Tutorial/intervention time wisely
- ◆ use Canvas and Aeries regularly check grades online (see HW Policy)
- ◆ come to class on time, turn in my assignments on time, and be prepared & ready to learn each day
- ◆ try my best and ask for help
- ◆ have a homework routine each night and share planner with parents daily
- ◆ regularly communicate with parents and teachers about my progress
- ◆ ask an adult for help regarding academic, social, or emotional concerns
- ◆ keep an open mind, seek new opportunities, and have fun!

## **Parent Section\***

I understand that my role in my child's education is directly related to his/her achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability. I will...

- ◆ ensure my child gets adequate sleep, has a healthy diet school supplies, and wifi access; otherwise, I will contact the school to ensure adequate resources are made available to my child
- ◆ ensure my child attends school every day, on time, with homework completed
- ◆ develop a homework/study routine & provide a quiet place with minimal distractions
- ◆ monitor Aeries, Canvas, & Student Planner daily/weekly (see HW Policy)
- ◆ maintain communication with VMS staff members; keep staff members informed about any concerns or situations that may influence student's socio-emotional wellness and learning
- ◆ make every effort to participate in school events, such as Parent Engagement Workshops, Parent Nights, Open House, BTSN, etc.

## **School Section**

Venado Middle School is highly committed to providing an ideal learning environment to all students. We will...

- ◆ provide a safe place, growth mindset oriented & caring environment for all students
- ◆ provide high-quality instruction/curriculum & a highly qualified faculty
- ◆ teach grade level skills & concepts as presented in the California Common Core Standards
- ◆ provide professional development that improves teaching & learning
- ◆ work as a Professional Learning Community (PLC) to provide equitable access to curriculum
- ◆ provide an Intervention Program
- ◆ provide a parent community education/engagement program
- ◆ Seek district support to ensure all families have access to wifi and technology at home
- ◆ provide access to technology in the Library before & after school and at lunch
- ◆ provide daily Tutorial or Advisement. Advisement lessons will include SEL curriculum

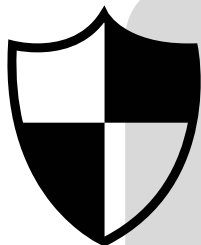
**\*Parents and students read, acknowledge, and accept the VMS School-Parent Compact, as part of the annual data confirmation process.**

# HOMework POLICY



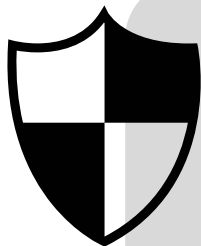
## Students will...

- ◆ have an after-school routine in a quiet place free of distractions such as social media, games, other technological distractions, etc.
- ◆ track assignments using the Student Planner and/or Canvas calendars
- ◆ complete and submit assignments on-time
- ◆ monitor teacher gradebooks on Aeries regularly
- ◆ honor Venado's Academic Honesty Policy (see Student Handbook)
- ◆ be responsible for makeup work when absent
- ◆ communicate with teachers if homework in a specific class is consistently taking excessive time



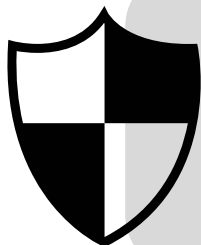
## Parents will...

- ◆ ensure that students have an after-school routine in a quiet place free of distractions such as social media, games, other technological distractions, etc.
- ◆ monitor assignments on Canvas calendars/Student Planner
- ◆ ensure that students have access to wifi and computer for homework, or contact the school if these resources are not available
- ◆ monitor teachers' gradebooks on Aeries regularly
- ◆ support organization, homework completion, and missing assignment completion
- ◆ allow students to complete homework independently with appropriate assistance as needed
- ◆ communicate with teachers if homework in a specific class is consistently taking excessive time



## Teachers will...

- ◆ ensure that assignments are purposeful and reasonable in scale
- ◆ create a Canvas calendar for each assignment for each course and update them regularly
- ◆ update gradebooks on Aeries regularly
- ◆ include information about homework expectations and how much homework is factored in grades in course syllabi
- ◆ minimally factor homework into course grades
- ◆ coordinate tests and major projects with other departments to balance workload
- ◆ provide timely feedback
- ◆ be available to students for additional assistance
- ◆ with the exception of Enhanced Math and World Language Courses, assign minimal homework on weekends and no homework during school breaks. A school break is defined as a 3-day weekend or longer



## Venado will...

- ◆ share information about available resources with parents
- ◆ provide access to library/media center and to online materials
- ◆ provide an Intervention program
- ◆ provide a Chromebook to every student

# **MARKS EXPECTATIONS**

## **CITIZENSHIP & WORK HABITS**

### **Citizenship:**

**Behaviors that positively impact the classroom and school community**

**4 = Consistently**

**3 = Usually**

**2 = Sometimes**

**1 = Rarely**

### **Essential Skills:**

- **Respectful of others and the classroom**
- **Demonstrates kindness, empathy, and inclusivity**
- **Collaborates effectively with peers**
- **Exhibits academic integrity**
- **Follows school expectations**

### **Work Habits:**

**Habits and practices that contribute to academic growth**

**4 = Consistently**

**3 = Usually**

**2 = Sometimes**

**1 = Rarely**

### **Essential Skills:**

- **Engages in class**
- **Completes assignments on time**
- **Demonstrates effective study skills**
- **Utilizes opportunities to improve**
- **Perseveres and seeks help when needed**

# STUDENT HANDBOOK

## VENADO MISSION STATEMENT

**To lead each student to recognize their greatest gifts and to reach their highest potential.**

The Venado Middle School Student Handbook provides the school with broad authority to ensure the safety and protection of all students, staff members and visitors. All students are required to know, understand and abide by the rules and policies listed in this handbook. As part of the Data Confirmation process prior to the beginning of the school year, parents and students indicated their acknowledgement that they read and understood all school rules and policies contained in this handbook.



## **NONDISCRIMINATION STATEMENT**

The Irvine Unified School District is committed to equal opportunity for all individuals in education. District programs and activities including membership in student clubs shall be free from discrimination based on race, color, ancestry, nationality, ethnic group identification, immigration status, age, religion, actual or potential parental, family, or marital status, or the exclusion of any person because of pregnancy or related conditions, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; 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 does not discriminate in enrollment in or access to any of the activities and programs available. Admission to these programs is based on age appropriateness, class space, interest, aptitude, and prerequisite coursework where applicable. The lack of English skills shall not be a barrier to admission to or participation in the District's activities and programs. The Irvine Unified School District also does not discriminate in its hiring or employment practices.\*

\*The full Nondiscrimination statement can be found at [iusd.org](http://iusd.org) and Board Policy 5145.5

## **ACADEMIC HONESTY AND INTEGRITY POLICY**

Students are expected to demonstrate honesty and integrity while at Venado Middle School. Each student is expected to do his/her own work, including homework, test-taking, class and computer based assignments, and the writing of essays and compositions. **There is no distinction between giving or receiving unauthorized help; the one who helps to cheat will be held as accountable as the one who benefits from the cheating.**

The following actions may be considered cheating:

Student Responsibility:

1. Read, understand, and abide by this policy.
2. Each student is expected to do his/her own work on individual assignments. This includes test taking, assignments, classwork, and the original creation of essays, research projects, and other writing assignments.
3. Students should complete each assignment with a focus on what is to be learned.
4. All work submitted by the student should be a true reflection of his/her own effort and ability.
5. Students should act with integrity, doing what is right even when not acknowledged for it.
6. Students should actively discourage and refuse aid in any form, cheating, or plagiarism by others. There is no distinction between giving or receiving

unauthorized help; the one who helps to cheat will be held as accountable as the one who benefits from the cheating.

7. Abide by district digital citizenship guidelines.

The following actions may be considered Academic Honesty Behaviors:

1. Cheating on assessments – includes tests, quizzes, essays, etc.
2. Fabrication – intentional falsification or invention of information.
3. Unauthorized collaboration – sharing information and/or working with others without permission.
4. Plagiarism – representing someone else's work and/or ideas as your own.
5. Alteration of materials – changing information or answers.
6. Theft – taking materials without permission.
7. Transfer or use of unauthorized materials – includes using translation devices without permission; giving or selling unauthorized materials.
8. Digital citizenship violations – copying, inappropriately collaborating, accessing another person's account, or hacking computer systems. See the IUSD Board Policy 6163.4 (Acceptable Use Policy).

Students who are involved with Academic Honesty violations will be provided the opportunity to learn from mistakes through consequences, restorative practices, interventions, and support in order to preserve the integrity of our academic institution. Please refer to IUSD Board Policy 5131.9

### **ADVISEMENT**

Students will attend Advisement (formerly known as Homeroom) class regularly to conduct school business, build community, and receive social-emotional instruction.

### **ATTENDANCE**

Attendance will be taken daily and reported to the office. When a student is going to be absent, the parent/guardian should phone the 24-hour Attendance Line at 949-936-6801 and leave a message by 8:45 a.m. each day of the absence. When calling, please give the student's full legal name, reason for absence and date, the caller's name and relationship to the student. Absences not cleared by a phone call or note within 3 school days will be marked unexcused and the student is considered truant by the state.

**As defined by the State of California, an absence is considered excused for the following reasons only: illness, mental health, death in the family, religious holiday, doctor/dental appointment or student's appearance in court.** Absences due to family trips or family business are considered unexcused absences. To excuse an absence for a medical appointment, a note from a medical professional is due within 3 school days of a student's return to school. Advance written request by a parent/guardian and approval of the school principal is required to excuse an absence due to an observation of a holiday or ceremony of the student's religion.

Whenever possible, parents/guardians are encouraged to make medical or dental appointments after school hours, on minimum or late start days. In the event of excessive absences due to illness, a doctor's note or other verification may be requested to excuse an absence per state and district guidelines. Habitual unexcused and/or excessive excused absences will ultimately result in a referral to School Attendance Review Board (SARB).

### **Short-term Independent Study Contract:**

IUSD offers short-term independent study contracts for students who have a planned, extended absence between the duration of five (5) and fourteen (14) school days. Although extended absences are discouraged, there are benefits to utilizing this independent study contract: 1) Students can keep up with their schoolwork without a major loss of instruction, 2) Successful completion of the independent study contract converts unexcused absences to excused absences, thus preventing loss of eligibility in school activities or administrative referral to the School Attendance Review Board (SARB), and 3) IUSD is able to recuperate Average Daily Attendance (ADA) funds for the student's absence.

Families will be required to notify the Venado front office no later than 5 days prior to the student's absence so the contract can be prepared. All schoolwork per the contract will be due within 3 days of the student's return to school. After all work is graded and it's determined that the contract was completed with fidelity, teachers will sign off on the contract and the unexcused absences will be converted to excused absences.

Students who are planning to be absent fewer than 5 school days cannot utilize this contract. They can still contact teachers and keep up with their schoolwork, but the absences accrued will remain unexcused.

## **Tardies**

Students are responsible for being on-time to school and to each class period with all materials and assignments required.

**A note from a doctor, dentist or other medical professional will excuse a student's tardiness to school.** Students must provide a note from the medical professional within 3 school days of a student's return to school. When a student is detained by a staff member, the student should obtain a written pass from that staff member BEFORE GOING TO THE NEXT CLASS. Unannounced tardy sweeps are conducted throughout the year. Students who do not demonstrate on-time behaviors will be referred to the office for disciplinary action as appropriate.

## **Tardy Policy**

### **Tardies #1 & #2 = No Consequence**

**Tardy #3** = Warning, Behavior Document "Minor" and parent contact

**Tardy #4** = Behavior Document "Major," parent contact, 1 hour community service on school grounds, loss of eligibility, and a "N" (needs improvement) in citizenship in the class to which the student is tardy

**Tardy #5+** = Behavior Document "Major" for each additional tardy, progressive discipline until behavior has been improved (community service on school grounds, tardy contract, parent conference, SARB, etc.) Progressive consequences and interventions will be added for continued tardies each trimester.

## **Leaving School Early**

If a student needs to leave school before the end of the school day, a parent/guardian must come into the front office and sign him/her out. Students will be released only to those listed as an Emergency Contact and who are at least eighteen years of age. Identification will be required.

## **BEGINNING AND ENDING OF SCHOOL DAY**

The school day begins every day, except on late start days, with the first bell ringing at 8:07 a.m. and the tardy bell ringing at 8:11 a.m. All students need to be seated in class when the tardy bell rings, or they will be marked tardy. Please see Venado's Bell Schedule for current school day start and end times. Student must leave campus within 15 minutes of dismissal. Students may not arrive at school more than 15 minutes early because adult supervision is not provided outside these times. **Do not** arrive on campus earlier than these times:

7:50 on Traditional Days

8:45 on Late Start

## **BEHAVIOR & DISCIPLINE**

Venado Middle School staff believes student achievement can be attained when we promote and sustain a positive school climate and a safe, effective learning environment where all students can succeed academically, socially and emotionally.

Venado Middle School is a Positive Behavior Interventions & Supports (PBIS) school because we value learning, and know that a student's ability to learn is directly related to the classroom climate and how students are behaving. We hope to encourage positive behaviors in all students by having them understand clear expectations by teaching the HONOR Code and by acknowledging them when they follow these expectations correctly and consistently. Our HONOR Code promotes a safe and positive school climate (or learning environment) where all students are being treated equally and fairly.

Venado Middle School is committed to maintaining a learning environment free from harassment, intimidation or insult, student-to-student or adult-to-student, on the basis of an individual's actual or perceived sex, sexual orientation, gender, gender identity or expression. Report any misconduct to your teacher, or school administrator.

## **Bullying/Cyberbullying/Harassment**

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communication made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Education Code Section 48900.2 (sexual harassment), 48900.3 (hate violence), or 48900.4 (harassment, threats, or intimidation towards school employees), directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
4. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

## **Expect Respect**

Expect Respect is a research-based program and an extension of Venado's PBIS program. Outcomes of Expect Respect are an increase in the frequency of respectful behavior and a reduction in the frequency of harassment and bullying. Expect Respect: 1) empowers students, 2) impacts bystander behavior and 3) removes reinforcers that maintain disrespectful behavior.

Students are trained annually at the beginning of the school year through Advisement classes. Respectful behavior is expected at Venado at all times. If a student is the recipient of disrespectful communication, Expect Respect empowers him/her to use the Venado STOP Phrase if it is safe to do so. Venado's school-wide STOP Phrase is: "**Enough.**" Depending on the role of a student in a situation where there may be disrespectful behavior occurring, please refer to the following:

### **Recipient (individual who feels he/she is being disrespected)**

If someone is treating you in a way that does not feel respectful, follow these steps if it is safe to do so:

Step 1: Use the Venado STOP Phrase, "Enough."

Step 2: If the person stops, say "cool" or "OK" and move on with your day.

Step 3: If the person does not stop, decide whether to ignore the person or seek support.

Step 4: If you decide to ignore the behavior, do not speak with or be around the other person, do not talk about the other person with your peers. If you decide to seek support, select a school adult to approach and ask for support.

### **Perpetrator (individual who may be displaying disrespectful behavior)**

If someone uses the school-wide stop phrase toward you:

Step 1: Stop what you are doing, even if you don't think you are doing anything wrong.

Step 2: Remind yourself "No big deal if I stop now."

Step 3: Say "OK" to the person who asked you to stop and move on with your day.

### **Bystander (individual who is witnessing disrespectful behavior)**

If you observe someone using the stop strategy, and the person who is being disrespectful doesn't stop, do one or all of the following only if it is safe to do so: Use the stop strategy.

Step 1: Ask the recipient to go with you and leave the area.

Step 2: Comfort the recipient later by saying something like, "I'm sorry that happened. It wasn't fair."

## **Seeking Support**

If you have used the stop strategy and the problem continues, seek support from an adult on campus by following these steps:

Step 1: Select a staff member to report to.

Step 2: Approach the staff member immediately following the incident and say, "I'm having a problem with \_\_\_\_\_. I asked him/her to stop and he/she continued."

Step 3: If the staff member isn't available at that time to help solve the problem right then, the staff member will identify an alternative time to meet with you.

## **Hands Off Policy**

Venado Middle School has a "Hands Off" policy which means that students are not permitted to touch one another or engage in any type of physical contact. Students are expected to keep their hands and feet to themselves at all times.

This includes physical contact described as rough-housing, horseplay, or any form of physical aggression. Public displays of affection are not permitted.

## **Restorative Practices**

The Venado teachers and administrators will employ Restorative Practices as a way to intervene with conflict.

Venado is a proponent of using these processes to help students manage conflict with peers, reflect on the impact of the behaviors, and restore respectful relationships.

## **Sexual Harassment Policy**

The Board of Education is committed to maintaining a learning environment free from harassment, intimidation or insult, student-to-student or adult-to-student, on the basis of an individual's actual or perceived sex, sexual orientation, gender, gender identity or expression.

## **Suspension and Expulsion**

Students who cause or attempt to cause, or threaten to cause a physical injury to another person may be suspended and in certain circumstances recommended for expulsion. Students who use force or violence upon the person of another except in self-defense, may also be suspended and recommended for expulsion. Most reported incidents of self-defense at Venado do not constitute self-defense, they constitute retaliation. Any student who uses physical aggression to retaliate may be suspended or recommended for expulsion.

The following acts occurring at school, going to or from school or at any school sponsored activity are considered to be violations of the California Education Code and may lead to suspension and expulsion:

- \* Caused or attempted to cause, or threatened to cause physical injury to another person...§48900(a)(1)
- \* Willfully used force or violence upon the person of another, except in self-defense...§48900(a)(2)
- \* Possessed, sold or furnished any firearm, knife, explosive, or other dangerous object... §48900(b)
- \* Possessed, used, sold or furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant...§48900(c)
- \* Committed or attempted to commit robbery or extortion...§48900(e)
- \* Caused or attempted to cause damage to school or private property...§48900(f)
- \* Stolen or attempted to steal school or private property...§48900(g)
- \* Possessed or used tobacco or any products containing tobacco...§48900(h)
- \* Committed an obscene act or engaged in habitual profanity or vulgarity...§48900(i)
- \* Possessed, offered, arranged, or negotiated to sell drug paraphernalia...§48900(j)
- \* Disrupted school activities or otherwise willfully defied the valid authority of teachers, administrators, or other school personnel engaged in the performance of their duties...§48900(k)
- \* Knowingly received stolen school or private property...§48900(l)
- \* Possessed an imitation firearm...§48900(m)
- \* Engaged in an act of bullying...§48900(r)
- \* A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person...§48900(t)
- \* Committed sexual harassment...§48900.2

See the complete list of the California Ed. Code pertaining to suspension and expulsions at <http://www.cde.ca.gov>

## **Tobacco, Nicotine, and E-Cigarettes/Vapes**

The Irvine Unified School District strictly prohibits the use of products containing tobacco or nicotine, including, but not limited to smokeless tobacco, snuff, chew, and clove cigarettes, by students on any district campus or while attending school-sponsored activities, or while under the supervision or control of district employees. This prohibition also applies to electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices with or without nicotine content that may mimic the use of tobacco products. However, this section does not prohibit the use or possession of prescription products, or FDA-approved cessation aids such as nicotine patches or nicotine gum. Student use or possession of such products must conform to laws governing student use and possession of medications on school property.

## **BICYCLES/E-BIKES/SCOOTERS/SKATEBOARDS**

The use of bicycles, e-bikes, scooters, skateboards to go to and from school is encouraged to promote healthy lifestyles and a sense of independence. Students must follow the school and city rules and regulations regarding these modes of transportation. Bicycles, e-bikes, scooters, and skateboards are prohibited on school campuses, parking lots, and/or bus loading zone. Students must park and lock bicycles, e-bikes, scooters and skateboards in the bike rack and assume all risk of theft or damage. The bike racks are out of bounds during the school day, including at lunch. California Code requires all minors to wear a helmet when riding a bicycle, e-bike, scooter, skateboard or other conveyance with wheels. All bicycles, including "Fixies" (fixed gear bicycles), must have brakes. Be sure to obey all traffic regulations when riding to and from school. It is recommended that bikes be registered with the City of Irvine.

**E-Bikes** - Students will be expected to attend a safety training course, register their e-bike (Class 1 or 2 only for this age group) with the City of Irvine police department, and display a school-specific registration sticker before they are permitted to ride their e-bike to school. There will be more information about training and registration requirements shared in the summer/fall. E-scooter and/or e-skateboards are not permitted because riders must be at least 16 years old for those vehicles according to the police. Students violating these rules and safety practices will receive behavioral interventions with progressive discipline.

## **CAMERA SURVEILLANCE SYSTEM**

The Board of Education believes that reasonable use of surveillance cameras will help IUSD achieve its goal for safety of students, employees and visitors to our school grounds. Venado has surveillance cameras in areas including but not limited to hallways, parking lots, and indoor and outdoor common areas. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation for privacy, such as bathrooms, locker rooms, or private offices. No cameras are equipped to capture or record sound. Venado monitors the camera recordings and live and/or captured video activity may be shared with school personnel, public safety agencies, and law enforcement for the purpose of investigating student disciplinary proceedings. Any criminal activity captured on the district surveillance cameras may be referred to the police department.

## **CHROMEBOOKS**

All Venado student will be issued a Chromebook at the beginning of the school year. Students are expected to bring the Chromebook to school daily, fully charged and ready to use. Students are responsible for the care of the Chromebook and should report any technical issues to the Library. The student will be financially responsible for any damages ranging from minor repairs or total loss. Please consider buying the Chromebook insurance. Chromebooks will be collected at the end of the school year.

## **CLOSED CAMPUS POLICY**

Venado is a closed campus. This means that students are not allowed to leave campus during the school day unless their parent/guardian comes to school to check them out. This policy includes the lunch period. A closed campus also means that non-Venado students, e.g., high school friends, relatives, or students from other schools, are not permitted to visit the school. All school visitors and volunteers here in an official capacity will need to be cleared in the front office to access our campus. This includes providing a valid state-issued identification, such as a driver's licence, for our electronic clearing process. Additionally, volunteers need to be cleared through our IUSD volunteer clearance process. Please see the front office for more information.

## **COMMUNICATION**

It is important that parents/guardians receive information regarding school activities; therefore, it is the students' responsibility to take all notices and bulletins home to their parents/guardians. Often bulletins will be e-mailed home, so please keep your e-mail address up-to-date. Venado publishes and emails a monthly News Center highlighting important information and upcoming events. Also, check the website [www.venado.iusd.org](http://www.venado.iusd.org) for calendar information and announcements.

Aeries (<https://my.iusd.org>) is a source of information on daily attendance and grades. As many teachers post grades to assignments, tests, and quizzes on Aeries, it is an important way to monitor student achievement.

## **Parent/Guardian Messages**

To keep interruptions to a minimum and to protect the instructional integrity of the classroom, parents/guardians may not leave messages for their children with office staff. Exceptions to this policy may be granted for situations deemed to be an emergency by a school administrator. **Please remember that student mobile phones are to be turned off during the school day. Please do not call or send your child a text message during school hours.**

## **COUNSELORS**

Students are supported by a counselor who provides individual assistance, including academic counseling, social/emotional support, and college and career exploration. Appointments may be made with a counselor by either student or parent request. You may contact our counselors by email or phone

## **DANCES/SOCIALS**

ASB/Leadership hosts two dances during the school year. All dances will be held in the Venado Knights Plaza. Dance tickets will be sold the week prior to the dance, as well as at the door. Parents/guardians and teachers serve as chaperones. Students who do not abide by school and dance rules may be excluded from present or future dances, lose privileges or be suspended from school. In addition, students who are ineligible are not allowed to attend. See Eligibility heading for detailed information.

Students **MUST HAVE A PERMISSION SLIP** with a phone number and parent/guardian signature in order to buy a dance ticket.

Dances begin after school and last about two (2) hours. Exact times will be announced for each dance. Students will not be admitted to a dance if they arrive later than 30 minutes after the dance begins.

1. Dances are for Venado students only.
2. Students must attend school the full day of the dance in order to attend.
3. Students must show their Venado ID card to enter the dance.
4. Students must enter the dance through the appropriate entrance upon arrival and remain within the dance boundaries until the end of the dance; students

may leave early **ONLY** if their parents/guardians pick them up and arrangements are made in advance.

5. Parents/guardians are to pick students up promptly at the end of dances.

6. Students must demonstrate appropriate behavior and abide by all school rules.

7. Students must have an adult available by telephone during dance hours.

### **DELIVERY OF ITEMS TO STUDENTS**

In order to promote greater responsibility, self-reliance, to minimize interruptions of the instructional environment and to prepare students for high school and beyond, **office staff will not accept any items, e.g., Chromebooks, chargers, lunches, snacks, homework, projects, library books, musical instruments, etc.** This includes delivery of food from delivery services; they will not be accepted and will be sent away. Free meals are available from our cafeteria for all students who forgot their lunch.

### **DRESS CODE**

All students are required to attend school and school-sponsored activities dressed in a manner that is conducive to and promotes a positive learning environment.

A student's dress and grooming habits are primarily determined by the parents/guardians with the following guidelines: Students are expected to be neat, clean, and wear shoes that are appropriate to the learning environment. The following descriptions are of clothing or apparel that are unacceptable and are not permitted at school:

\* Any apparel item which violates the IUSD Non-Discrimination Policy

\* Articles of clothing or jewelry that are hazardous, obscene, offensive, degrading, make references to substances illegal for school age students, or are disruptive to the educational process.

\* Any apparel, jewelry, accessories, or manners of grooming which disrupt school operations or are associated with a group that advocates or commits unlawful acts.

\* Clothing with gang affiliation

\* Clothing which exposes undergarments or bare shoulders; no spaghetti straps, strapless tops, halter tops, or bare midriffs

\* Clothing which is provocative or revealing

\* Pajamas (with the exception of a school spirit dress up day), slippers, or swimwear.

\*Hoods, hats, visors, or beanies may be worn at school, and we ask that students remove hood while in class.

### **ELECTRONIC DEVICES**

#### **Cell Phones/Cameras/Smart Watches/Headphones/Earphones**

Bell-to-Bell, No Cell. Cell phones must be powered off and securely stored away for the duration of the school day. This includes all personal electronic devices, including headphones/earphones. Students are **NOT** allowed to make or receive mobile phone calls or text messages during the school day. If a student needs to contact a parent/guardian during the school day, he or she must ask a staff member or report to the office to make the call. Cell phones used on campus (making or receiving phone calls and text messages, taking photos, shooting video, listening to music, playing games, etc.) will result in disciplinary action such as parent/guardian contact, community service on school grounds, etc. Any student who repeatedly violates this policy may have more severe consequences and may be asked to leave the cell phone at home. Although it's not our practice to confiscate cell phones for safety reasons, we will confiscate other electronic devices if they are being used without permission or violate our rules. All items confiscated will need to be picked up by a parent/guardian from the campus supervisor. It is also inappropriate to video or audio record a student or staff member without express permission.

### **ELIGIBILITY**

Activities are provided as incentives for all students that are performing academically and behaviorally at Venado Middle School such as dance/socials, field trips, after school and end-of-the-year activities. The following are requirements to remain eligible:

1. **Grade Point Average (GPA)** - GPA of 2.0 or better without multiple F's in core academic classes (Math, Science, Language Arts and Social Science) in the previous trimester. Eligibility is evaluated after the first and second trimester report cards for all students. Eligibility for end-of-the-year activities is based on the third trimester progress report.\*

2. **Citizenship and Work Habits Marks** - Maintaining all scores of 4s (Consistently) and 3s (Usually)

3. **Proper Conduct** - No egregious behavior and/or suspensions for the previous trimester (or the current trimester for end-of-the-year activities).

**4. Regular Attendance** - No absences from class without permission (cutting classes, school refusal, etc.)

**5. Punctuality** - Fewer than 4 tardies total per trimester (4 tardies or more will result in loss of eligibility).

\*In some circumstances, ineligible students may be given the opportunity to have their eligibility status re-evaluated and earn back participation activities during the eligibility appeal process.

### **EMERGENCY INFORMATION**

Current emergency information, including names, employment, and home and work phone numbers must be provided by parents/guardians. If this information changes during the school year, please go to Aeries to edit your information or contact our front office staff at (949) 936-6800. By California Educational Code, in the event of an emergency (natural disaster, physical injury or illness), students will be released only to those listed as an Emergency Contact who are at least eighteen years of age. Identification is required.

### **FUNDRAISING AND SALE OF ITEMS**

All fundraisers must be school-approved, including ASB and PTSA. Students are not permitted to solicit funds or sell items to students or staff on campus.

### **GRADEBOOKS**

Use Aeries to monitor your child's grades in each of his/her classes. Teachers update gradebooks regularly so you and your child can stay informed about the learning progress in each class.

### **GUM**

Gum is not permitted on the Venado school campus because it creates a mess and may damage school property. Please refrain from bringing gum or chewing gum while on campus.

### **HEALTH SERVICES**

Students with a temperature of less than 100 degrees may attend school; those with a temperature of 100 degrees or higher will need to be picked up by a parent/guardian or remain at home and cannot return to school until the student is fever-free for 24 hours. Office personnel provide minor first aid, while paramedics respond to serious emergencies.

Students are not to have any medication in their possession, including over-the-counter medications. If it is necessary to take medication during school hours, please complete and return the proper forms to the Health Office. All medications must be in the prescription bottle and will be administered according to the physician's directions by the School Nurse, Health Clerk or an office staff member. Parents/guardians should notify the School Nurse or Health Clerk of any change in medical status or medication change without delay.

### **HOMEWORK**

Homework is an important part of the learning process. Homework should be purposeful, reflect rich instruction, provide students an opportunity to reinforce skills and standards which are part of the curriculum. Students are expected to use the Student Planner to record their daily assignments in order to support development of organizational and time management skills. To support students, parents/guardians are asked to check their child's Student Planner daily for information about assignments and due dates. All teachers at Venado will use the online tool Canvas to post upcoming assignments and due dates. This tool will be updated regularly and the calendar feature will help families stay informed about the student's school work.

Homework is assigned on a regular basis for Math, Language Arts, Social Science, Science and Foreign Language. Students are responsible for completing their homework within the time given and are expected to turn it in on-time. Students who have been absent are responsible for making up all the homework, tests, and assignments missed during the absence. Please review Venado's Homework Policy for additional information.

### **Homework Requests**

Parents/guardians may request assignments for students who are out ill three (3) or more school days. Students or parents/guardians can contact teachers via email to request assignments. Please see previous section under Attendance regarding the availability of Short-term Independent Study Contracts for absences over five (5) school days.

### **LIBRARY & MEDIA CENTER**

The Venado Library/Media Center is open to all Venado students to accommodate the following activities: quiet studying and reading, borrowing and returning books, browsing through periodicals and newspapers, book and internet research, word processing and basic computer applications. School computers are NOT to be used for entertainment, checking e-mail or browsing random sites, and no software programs may be loaded onto school computers by students. Students will be held accountable to IUSD's Acceptable Use Policy (AUP) for internet and computer usage. Violation of the AUP may result in

disciplinary action, including the loss of computer use privileges. The Library/Media Center is open before school, during snack, lunch, and after school. A pass is required from a teacher when visiting during class. When the Librarian is not present, the Library/Media Center will be closed.

The Library/Media Center and Computer Lab expectations are as follows: use a soft voice to promote an atmosphere of study, refrain from eating, drinking, or chewing gum, have proper school behavior at all times and practice and abide by internet safety standards.

### **LOST AND FOUND**

Lost valuables, such as purses, wallets, watches, money, books and electronics can be turned into and retrieved from the campus supervisor. The school is not responsible for lost cell phones, other electronics or valuables brought to school. Students may find lost articles of clothing in the Lost and Found rack located by room 101 and the Library.

### **LUNCH PERIOD**

Students may not leave the campus during the lunch period unless a parent/guardian has signed them out at the attendance desk. Students may bring a sack lunch from home or purchase food/beverages from the Cafeteria. Possession and consumption of energy drinks, e.g., Red Bull, Monster, Rockstar, etc. are prohibited. In keeping with state and district nutritional guidelines, parents/guardians are asked not to provide cakes, cupcakes, cookies or other special treats on birthdays or for any other reason.

To purchase food from the cafeteria you will need your student ID card or know your nine (9) digit student identification number. Food must be consumed in the quad area (no food past the yellow line) and students are responsible for picking up their own trash. If backpacks are to be unattended during lunch, they need to be dropped off in the designated backpack area.

During lunch time, a variety of sports, lunch time activities, free play, and socializing are available. Students need to keep in mind all school rules while participating in these activities. Classrooms, hallways, restrooms in the interior of the main building and Knights Plaza are off limits to students at snack and lunch. Students may use the restrooms in Knights Plaza during snack and lunch, only if the restrooms in the PE or Science building are occupied. A written pass from a staff member is required to be in the building during snack and lunch.

### **Clean Campus and Recycling**

All students are actively encouraged to help keep Venado clean and green. Students should do their part by disposing of trash and recyclables appropriately. There will be various incentives throughout the year to remind students to HONOR our school and keep our lunch area clean. Our Clean Campus Challenge encourages and motivates students to keep the lunch area clean daily. Students will receive a score each day and will earn a schoolwide prize weekly and a bigger incentive at the end of each trimester if the campus is kept clean with a minimum score throughout the trimester. Venado has gone green and recycles paper, aluminum cans and plastic bottles! Containers are placed in all offices and classrooms to collect paper. Cardboard is sent to the district for collection and bins are provided in all areas of the campus (especially in the lunch area) to separate cans and bottles from the trash. Venado's ASB/Leadership class and our Green Team collects the recycling bins on a weekly basis. Please be kind to our planet and help keep our school green by sorting your trash and disposing of it into the proper receptacles.

### **PERSONAL PROPERTY**

Personal items such as video game players, cameras, toys, etc. are not permitted at school. Bringing such items to school may result in their confiscation and other disciplinary action. Confiscated items will need to be picked up from the campus supervisor. Students may not take pictures, film movies or make audio recordings at school except when the pupil has obtained the permission of the school administration. Students are also discouraged from bringing large quantities of cash to school and encouraged to use their lockers appropriately during PE to keep cell phones and other personal belongings safe.

Under no circumstance are the following items permitted on campus: laser pens, permanent markers, aerosol cans (e.g., body sprays, deodorant, etc.) air horns, alcohol, tobacco, electronic cigarettes, other products containing nicotine, drugs, drug paraphernalia, lighters, knives, guns, replica guns, explosives (including fireworks, fire crackers, Pop-its, etc.), other weapons or dangerous objects. Irvine Unified School District strictly prohibits the use of products containing tobacco or nicotine, including, but not limited to smokeless tobacco, snuff, chew, and clove cigarettes, by students on any district campus. This prohibition also applies to electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices with or without nicotine content that may mimic the use of tobacco products. Students in possession of any of these items may be subject to serious school and/or legal consequences depending on the Education Code and/or Penal Code violation.

## **PROGRESS/REPORT CARDS & Aeries**

Progress reports provide students and parents/guardians with information about student progress in classes and are provided approximately six weeks into each trimester. **Progress Reports are no longer sent home via US Mail, but are available electronically on Aeries (<https://myiusd.org>).** Parents/guardians are encouraged to assist students having difficulties so that performance may improve prior to end of the trimester. Conferences with teachers and/or counselors are encouraged when performance expectations are not met.

**Report cards showing academic grades, citizenship and work habit marks and comments are available electronically after each trimester on Aeries.** Teachers use Aeries to post student grades on assignments, quizzes and tests. This is a helpful way to keep up on your child's progress as grades are recorded between marking periods.

## **RECOGNITION**

We strive to honor our students for their academic achievement, for exhibiting our HONOR code values, for diligence and hard work at Venado. Students will be recognized in the following ways:

### **Daily and Weekly**

- ◆ Honor cards for upholding the HONOR Code
- ◆ Honor Card drawings

### **Throughout the Year**

- ◆ Honor Roll Assemblies
- ◆ Honor Celebrations
- ◆ Honor Awards
- ◆ School Dance/Socials
- ◆ PBIS Student Store

### **End of the Year**

- ◆ 8th Grade Promotion Party
- ◆ 8th Grade Promotion Ceremony

### **Knights Awards**

- ◆ Presidential Awards, Gold and Silver
- ◆ Principal's, DHH Principal's and Assistant Principal's Awards
- ◆ School Service Award
- ◆ HONOR Award
- ◆ Leadership Acknowledgements
- ◆ Various Department Awards



## **TECHNOLOGY SUPPORT**

IUSD has an amazing resource page online designed to offer support for our various tools, such as Aeries, Canvas, Google, Chromebooks, online access to Textbooks, etc. Please visit the IUSD Student and Parent Resources page for support. Visit <https://iusd.org/departments/information-technology>

## **TUTORIAL**

Tutorial is a time when students can get extra help from teachers during the school day. Tutorial will take place 3 days a week. If a student is required to attend a particular teacher's Tutorial session, the student will be assigned to that Tutorial using an online appointment system called FlexTime. The school-issued ID card and the Student Planner are essential tools for success in Tutorial. If the Student Planner or ID card is left at home or lost, students will be assigned a consequence. Students who have lost their Student Planners or ID card will need to purchase a new one from the main office. It should be kept intact as it was on the day that it was received. If a student isn't assigned to a specific Tutorial, he or she may choose from a list of other Tutorial choices. These choices are posted on a Tutorial schedule which is shared in Advisement on Mondays. Tutorial postings will identify a Tutorial as either "open" or "closed." Tutorial is a time during the day for students to begin homework, get needed help, make up a test, catch up on reading, or make-up missed assignments. It may also be an opportunity for extension or enrichment activities. The expectation is that every student is in a Tutorial location ready to begin immediately after the passing period. Students are expected to be productive for the entire Tutorial period. Planning ahead is essential. Tutorial Pass: Each grading period (progress reports and report cards), students receiving no grade lower than a "B" (meaning all As and Bs) and no 1s (Rarely) or 2s (Sometimes) in Citizenship or Work Habits, will earn a Tutorial Pass. Tutorial Passes, when affixed to the proper place on the student's ID card, will allow students access to privileged areas for Tutorial. Students must maintain appropriate Tutorial behaviors throughout the trimester to maintain the benefits of the Tutorial Pass.