

**Dartmouth Middle School
5575 Dartmouth Drive
San Jose, California 95118
2017-2018**

Student Name _____

STUDENT ABSENCE RECORDER: (408) 264-3729
Main Office Number (408) 264-1122
School Office Fax Number: (408) 264-9332
Union School District Office: (408) 377-8010
Web Site: <http://dartmouthms.unionsd.org>

Principal	Randy Martino
Assistant Principal	Ana Lomas, Ed.D.
Counselor	Maya Yereslove
Directors of Student Activities	Beth Ray
	Shawn Miller
Directors of Student Athletics	Heidi Rawson
Administrative Assistant - Principal	Stephanie Villegas
Administrative Assistant - Attendance	Nancy Durrett
Administrative Assistant - Health	Sylvia Campilongo

**STUDENT PARENT HANDBOOK
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NOTE: All information published in this handbook is subject to change in order to ensure continued compliance with local, state, and federal regulations or as deemed necessary by the administration of Dartmouth for the safe and effective operation of the school. Not all rules and expectations are written in this handbook, but effort is made each year to revise this handbook so that most information is covered. Dartmouth expects all students to follow reasonable expectations for citizenship and respect for themselves, their school and others.

Dartmouth Bell Schedule

Monday, Tuesday, Thursday, Friday		Wednesday (Early Release)	
Period	Time	Period	Time
0	7:20 – 8:15	0	7:20 – 8:15
1	8:25 - 9:20	1	8:25 - 9:10
2	9:24 - 10:16	2	9:14 - 9:56
Snack	10:16 - 10:31	Snack	9:56 - 10:11
3	10:35 - 11:27	3	10:15 - 10:57
4	11:31 - 12:23	4	11:01 - 11:43
Lunch	12:23 - 12:58	Lunch	11:43 - 12:18
5	1:02 - 1:55	5	12:22 - 1:04
6	1:58 - 2:50	6	1:08 - 1:50
		Teacher Collaboration	2:00-3:00

My Class Schedule

Period	Subject	Teacher	Room
0			
1			
2			
3			
4			
5			
6			

NOTES

Locker		Combination	
	Mom Cell		
	Dad Cell		
	Other Cell		

Union School District Student Acceptable Use Agreement Policy (AUAP)

EX 6163.4

Instruction

Students' use of technology resources in the Union School District (USD) must be for **educational purposes only**. Students using school technology resources must abide by this Student Acceptable Use Agreement Policy (AUP) and have the attached signature page signed and kept in the planner. The **student** and a **parent or guardian** must sign the signature page. Following these policies is necessary for continued access to the school's technology resources.

Students must:

<p>Respect and protect the privacy of others.</p> <ul style="list-style-type: none">● Use only assigned accounts.● Do not view, use, or copy passwords, data, accounts, or networks to which you are not authorized.● Do not distribute private information about others or yourself. <p>Respect and protect the integrity, availability, and security of all electronic resources.</p> <ul style="list-style-type: none">● Observe all network security and computer use rules, as posted.● Report security risks or violations to a teacher or appropriate staff member.● Do not destroy or damage data, networks, hardware, software, or other resources that do not belong to you.● Do not change any computer configurations or change any other student's files. <p>Respect and protect the intellectual property of others.</p> <ul style="list-style-type: none">● Do not infringe copyrights (do not make illegal copies of music, clipart, games, or movies).● Do not plagiarize (copy the work of others, claiming that it is your own work).● Do not download software or programs on the computer without permission.	<p>Respect and practice the principles of community.</p> <ul style="list-style-type: none">● Only communicate in ways that are kind and respectful.● Report threatening or inappropriate materials to a teacher or appropriate staff member.● Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as text or pictures that are inappropriate, threatening, rude, discriminatory, or meant to harass: i.e., cyber bullying).● Do not intentionally access, transmit, copy, or create material that is illegal (for example, making illegal copies of copyrighted works).● Do not use district technology resources in any way that will lead to other criminal acts, or will violate the school's code of conduct.● Do not send spam, chain letters, or other mass unsolicited mailings.● Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.● Do not access and/or play games on the Internet unless specifically allowed by a teacher.● Students may not check or send personal email using school computers. .● Do not share sensitive personal information, including address and telephone information.
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These rules also provide a good framework for your student's use of computers at home, at libraries, or anywhere. For more information, see www.cybercrime.gov.

Union School District Student Acceptable Use Agreement Policy (AUAP) 21st Century Learning Environments

The Union School District is a Google Apps for Education (GAFE) district. Teachers and Students utilize GAFE and other online Web 2.0 tools to build 21st Century Learning environments focused on Communication, Collaboration, Creativity and Critical Thinking. Students may use District GAFE accounts and approved educational Web 2.0 tools on the District's network under the direct supervision of their teacher and with parent consent by signing this agreement.

Students will be assigned an official District GAFE account. The official District GAFE account name will have the following format: accountname@unionsd.org. Please note that while the account name looks like an email address, email services for student accounts will not be enabled by default. However email services may be enabled on student accounts for educational purposes, in which case, the GAFE account will serve as the student's official school email address.

Online tools are integral to the instructional activities in the classroom; however, many of these programs can be accessed outside of school as well. Any use of accounts associated with the unionsd.org domain is bound by the same rules and guidelines as usage of a Union student account on the Union network. Student accounts must always be used for educational purposes, just as if the student were on campus in an instructional setting.

Parents assume responsibility for the supervision of Internet use outside of school. Parents are encouraged to discuss family rules and expectations for using Internet- based tools, including Google Apps for Education. For more information on learning about digital citizenship, visit Common Sense Media at <https://www.commonsensemedia.org/educators/educate-families/tip-sheets>.

Several laws govern student use of the Internet and online applications in schools.

The Child Internet Protection Act (CIPA) requires the district to have technology measures and policies in place to prevent students from accessing harmful materials including obscene and pornographic content. You can read more about CIPA at - <http://fcc.gov/cgb/consumerfacts/cipa.html>

The Children's Online Privacy Protection Act (COPPA) applies to commercial companies and limits their ability to collect personal information from children under 13. This agreement allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. You can read more about COPPA at - <http://www.ftc.gov/privacy/coppafaqs.shtm>

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student educational records and gives parents rights to reviews student records. You can read more about FERPA at - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

Union School District Student Acceptable Use Agreement Policy (AUAP)

SIGNATURE PAGE

MAKE SURE YOUR TEACHERS SEE THIS PAGE

Consequences for Violation

Failure to follow these rules may result in disciplinary action, including the loss of student privileges to use the school's information technology resources.

Supervision and Monitoring

School and network administrators monitor the use of the district's information technology resources to ensure that these policies are followed. Administrators and their designated employees reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

.....

I understand that a violation of these rules may result in disciplinary action, including, but not limited to, the loss of my privilege to use the school's information technology resources.

Student Signature	Date
Student Name Printed	

I acknowledge that I have read, explained and discussed Union School District's Student Acceptable Use Policy with my student and understand that a violation of these rules may result in disciplinary action, including but not limited to, the loss of my student's privilege to use the school's information technology resources, and possible payment for any damages.

Parent/Guardian Signature	Date
Parent/Guardian Printed	

Power School... An Invaluable Tool for Parents and Students

DMS teachers and staff value regular and timely communication with parents; our web-based student information system provides a myriad of information at YOUR fingertips. Using Power School you can...

- View your students' Attendance History and Current Grades
- Receive email notification of grades and attendance
- Receive the Daily Announcements and School Newsletter
- View other Important Information such as Quarterly Teacher Comments, School Information and more

PowerSchool provides USD parents with timely access to their child's academic and attendance information (see page 3). Parents and students receive a username and password at the start of the school year. The website: <https://powerschool.unionsd.org>. If you have questions and/or need assistance, Miss Nicky, our school site technology support person can be contacted at masjedizadehn@unionsd.org or at 408-264-1122.

Sign-Up Now

Power School's email feature gives you a choice of what information you want sent, how often and where. Please enter your email address even if you do not wish to have notifications sent; the information is automatically entered into the student record for school contact in case of necessity. Don't forget to click "submit".

Navigating around the PowerSchool Parent/Student Portal

Middle school students need parent reinforcement and encouragement to stay on track and meet their goals. No tool provides ease of access to information like Power School. *Don't be left behind; log on TODAY!*

Log in on the Power School Portal
<https://powerschool.unionsd.org>

If you have lost your login or are having trouble logging in, contact Dartmouth at 408-264-1122.

My User Name: _____
My Password: _____

Once in Power School, you will see the main screen, a copy of which appears below. Check out all the features. Any text in blue is a link; click on the link to view additional information.

Navigation | Grades and Attendance | Standards | Dartmouth Eagle

Grades and Attendance: Wilbanks, Jacob Daniel

Icons link to different informational screens.

Click on the blue link to email the teacher.

You can view a student's letter grade and percentage for each class.

When you click on the grade in a class, the next screen will display the class score detail.

This is where you will find individual assignment details and grades.

Exp	Last Week					This Week					Course	Q1	Q2	Q3
	M	T	W	H	F	M	T	W	H	F				
P0(A-B)											Symphonic Band * Neipo, Samuel	A+ 100	A 99	A+ 100
P1(A-B)											Language Arts 8 * Kennedy, Cathy	A 97	A 100	A 100
											PE 8 * Larson, Joanne			--
											T/Alde-Music * Neipo, Samuel	A+ 100	A+ 100	A+ 100
											Geometry * Hill, David	A- 90	A- 91	A- 96
											Soc Sci 8 * Candice, Joe	A 96	A 95	A 99
											Science 8 * Sparks, George	A 97	A 89	A 95
Attendance Totals												0	0	0

Current Simple GPA (Q4): 4.00
Show dropped classes also

Last Week					This Week					Absences			Tardies	
M	T	W	H	F	M	T	W	H	F	Q4	YTD	Q4	YTD	
										0	3	0	0	
Attendance Totals										0	3	0	0	

Assignments without scores (- -) are waiting to be graded or are due in the future. Check the due date.

Assignment Description: Dartmouth Eagle

Teacher	Kennedy, Cathy
Course	Language Arts 8
Assignment name	Poetry Recital
Description	Recite famous (published) poem, 200+ words

Pleasure to have in class/
Section Description:

Grades last updated on 05/30/2012

1 - This final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher.

Assignment Scores

Due Date	Category	Assignment	Codes	Score	%	Grd
04/02/2012	CW	Celebrity Interview		20/20	100	A+
04/02/2012	TIQ	Novel Test 1		20/20	100	A+
04/03/2012	CW	Test Prep: Sunscreen		10/10	100	A+
04/03/2012	HW	Signed Poetry Unit handout		5/5	100	A+
04/05/2012	CW	Test Prep: Greendale		5/5	100	A+

On the "Class Score Detail" page, you can click any assignment in blue to view the "Assignment Description" page.

Parent Information

AUTOMOBILES AND PARKING LOT

Students are to be dropped off and picked up in the main parking lot lanes or along the main streets. Please follow the guidelines listed here.

If students are dropped off /picked up in lanes around the front of the school, the inside lane is the stop and drop off or pick-up lane, the outside lane is for moving vehicles. As a courtesy, please do not park in the inside lane and leave your vehicle unattended. If you are coming into the school, you need to park in the parking lot. Also, if a car leaves in front of you and you are still waiting for your child, please move up.

1. In order to assure adequate morning supervision, students should be dropped off as close to 8:10 A.M. as possible.
2. In the afternoon, students not involved in a **supervised school activity** should be **picked up no later than 3:05 P.M.**
3. Parents may want to park nearby along Blossom Hill Road or Dartmouth Drive and have students walk to their vehicle.
4. Do not park in red zones or in cone areas. Cars parked there block the flow of traffic including school busses and other vehicles.
5. Please be courteous of our neighbors. Refrain from parking in their driveways or otherwise blocking their traffic flow.

COUNSELING & GUIDANCE

We have the services of a counselor, mental health therapist and a psychologist daily. The counselor is available to discuss class program changes and provide opportunities for students to discuss personal, social or academic problems. Students who wish to speak with the counselor may complete a "Request for Appointment" form, which is located in the Attendance Office. Parents may request an appointment by calling the school office at 408-264-1122.

DARTMOUTH NEWSLETTER

Important information and a schedule of events are included. The Dartmouth Newsletter is posted online monthly at <http://www.unionsd.org/dartmouthms>. Daily announcements from the DMS Network Station are also available on a daily basis.

EMERGENCY INFORMATION

Every student must have current emergency information on file in the office. It is critical that you update emergency information every time your address or your work, cell phone or home numbers change. In case of an emergency, students will not be allowed to use their cell phones to contact parents; the school will contact you if your child needs to be picked up. Also, it is preferable that any names you list, as emergency contacts are local so that if an emergency occurs and you are unable to pick up your child, we can contact someone who has your permission to do so.

If your address or telephone number is changed, please notify the Attendance Office immediately to update your child's records. The information must be kept current to prevent loss of time in case of an emergency.

Parent Information

HEALTH OFFICE AND MEDICATION

Dartmouth is required to keep on file proper authorization from the parents or guardians and a doctor's prescription in order to dispense medication. All medication must be checked in with the Health Administrative Assistant. Over-the-counter medications, including cough drops, are not allowed on campus unless we have a doctor's prescription and must be kept and dispensed in the office.

1. If medication is to be taken at school, the doctor and parent/guardian must complete a MEDICATION FORM. We will accept a written note or fax from the doctor. The note needs to state how much to take, how often to take it, what the medication is and what it is for. California Law requires that all medication must be checked in with the health office. Students who are required to carry inhalers and EpiPens may do so if a "Request for Students to Carry Medication" form is filed with the Health Office by their parents. If your child needs an EpiPen, please give an extra one to the Health Assistant in case of emergency. In case of emergency, if we do not have the required medication, 911 will be contacted immediately, as will the parents.
2. Students who need crutches, wheelchairs or other similar medical devices will need to bring authorization from the doctor.
3. Over the counter medications, including cough drops, are not allowed on campus unless we have a doctor's prescription. Students may not keep medication with them at school.
4. Minor first aid will be administered for injuries. Every accident must be reported immediately to the nearest staff member and to the Health Office.
5. Parents will be contacted if the illness or injury is severe enough for the student to go home. Students must remain in school until parents have been notified. Up-to-date emergency and work telephone numbers are REQUIRED.

OFFICE HOURS

The school office is open from 7:30 a.m. to 4:00 p.m. unless otherwise posted. The office telephone is answered during these hours.

STUDENT DELIVERIES

In an effort to instill responsibility in children, delivery of items such as PE clothing, homework, lunch money or forgotten classroom materials is discouraged. Items delivered to school should be labeled with the student's name and placed on the "Drop Zone Table" outside the office. Students expecting items will need to check the table during morning break and lunch. We will not interrupt the classroom for deliveries. **Delivery of fast food lunches is discouraged because they interrupt the business of student instruction.**

TELEPHONE MESSAGES FOR STUDENTS

In the case of an emergency, telephone messages for students may be left with the office staff. These messages will be given to students at morning break and/or at lunch break only. We cannot guarantee delivery of messages phoned into the office after 2:00 P.M. Students will not be excused during class time to come to the office to receive phone calls. Likewise, telephone calls for students are not transferred to the classroom.

Attendance Information

ATTENDANCE

Students who are rarely absent from school perform significantly better than students who are habitually absent or tardy. It is imperative that families emphasize the importance of regular and punctual attendance in school. Please send your child to school EVERYDAY unless they are experiencing a fever, vomiting, or are contagious to others. Parents can also help by scheduling all appointments for students for the after-school hours and by limiting vacations to official school holidays and breaks. Also, school attendance has significant financial implications for individual schools, their programs, and the district as a whole. The district is not funded for any day that your child is not in school. The funding of our school programs is based primarily on Average Daily Attendance (ADA), which now excludes all absences.

ABSENCES

If a student is absent, call 408-264-3729. State your name, your child's name and grade, the reason for the child's absence and the anticipated length of the absence. **Do not call the school secretary to report the absence.**

If for some reason a parent/guardian is unable to phone in the absence, the student must bring a note signed by the parent/guardian on the first day of his or her return. The note must include the date, the period of time the child was absent, the exact cause of the absence, and the parent's signature.

All absences without parent verification will be considered truanancies. NOTE: Excessive absences and tardies will result in a meeting at the district level with the School Attendance and Review Board (SARB).

If a student needs to leave school before normal dismissal, a parent must come into the office to sign that student out.

HOMEWORK/MAKE-UP WORK

Homework and/or make-up work may be requested for a student who is going to be absent for **more than two days**. To do this, call the attendance secretary at 408-264-3729 as soon as possible and allow at least 24 hours for the teachers to send assignments to the office. If a student misses one day of school, the student should contact each teacher for make-up work upon returning to school. Assignments can also be found on the Dartmouth website by teacher last name.

If an absence of **five or more days** is anticipated, Independent Study is an alternative. Independent Study assignments are due within 2 days of the students return to school or he/she may not receive credit for the assignments. Arrangements should be made with the school attendance office **at least two weeks prior** to the extended absence. **Missing school for family vacations and travel is strongly discouraged.**

Attendance Information

2016-2017 IMPORTANT DATES

First day of School: Wednesday, August 16

No School Dates: Sept. 1; Sept. 4; Nov. 9; Nov.10; Nov. 20-24; Dec. 25-29; Jan. 1-5; Jan.15; Feb. 19-23; Mar. 23; Apr. 9-13; May 28

Back-to-School Night: Thurs., Aug. 31

Family Nights (No Homework): Sept. 27; Oct. 31; Mar. 14; May 16

Open House: Tues., Mar. 6

Last Day of Grading Quarters:

1st – October 20; 2nd – January 19; 3rd- March 30; 4th – June 7

Last Day of School: Thursday, June 7, 2018

STUDENT SCHOOL HOURS

The campus is open at 7:15 a.m. for “0” (zero) period students and at 8:15 for all other students daily. **Please do not drop off students prior to 8:15 unless they are enrolled in a zero period class.**

Students not attending a tutorial, Homework Center (Mondays, Tuesdays, Wednesdays), detention, athletics, club, or other activity sponsored by an adult are to leave the campus by 3:05pm. Students who stay after 3:15pm will be given school service as a consequence.

Students attending a school-sanctioned after school activity must leave immediately following the end of the activity, transportation arrangements should be made ahead of time.

TARDIES

When a student arrives late to school, or to any class throughout the day, it causes an interruption in the instructional program. **EVERY MINUTE COUNTS!** Students must be on time to each class.

1. Students arriving at school between 8:25 A.M. and 8:30 A.M. are to report directly to their first period class.
2. Students arriving after 8:30 A.M. are to report to the office to be issued a tardy slip.
3. Parent verification of an excused tardy for medical reasons must be received at the time of student arrival at school.
4. Students who are tardy to class are subject to the classroom discipline policy.
5. Students who are tardy at the beginning of school are subject to the Dartmouth Discipline Policy. **4 tardies** will result in after school detention. **10 tardies** will result in a Friday School detention. A Friday School detention is from 3-5pm on a Friday afternoon.
6. Students who “cut” classes are considered truant and will receive as a consequence a Friday School detention.

TRUANCY

Cutting school all day, or for individual class periods, is a very serious offense. Truancy is defined as being absent without permission or being 30 minutes late. Truants will be expected to make up the lost time by serving after school detention and/or Friday School detention. Students who have been truant may also lose participation in school activities. Students who are habitual truants will be referred to the School Attendance Review Board (SARB). Parents will always be notified when a student has been truant.

Academics

ACADEMIC INTEGRITY

Dartmouth Middle School recognizes its responsibility in assisting our students in becoming better scholars with an emphasis on academic honesty: our goal is prevention, not punishment. Discussions on what plagiarism entails and DMS' expectations regarding academic honesty take place in our classrooms on a regular basis.

Academic Dishonesty is an attempt to get academic credit for work that you did not do. This includes cheating, plagiarism, "gaming the system", and the forging of signatures.

Cheating is copying someone else's work or providing answers to someone else on tests or assignments.

Plagiarism is taking the work of someone else and representing it as your own; this includes Internet sources. Plagiarism also includes incomplete, inaccurate, or missing credit to the source.

Forging is signing someone else's signature as your own.

Students, who cheat, plagiarize or forge can expect to receive an academic and/or disciplinary consequence.

According to www.plagiarism.org, there are many types of plagiarism/cheating, such as: **"The Ghost Writer"** – The student turns in another's work, word-for-word, as his or her own. This is often observed by staff during break or lunch times. The student usually reports they copied because they hadn't started/completed the assignment the night before.

"The Photo Copy"—The student copies significant portions of text straight from a single source, without alteration. This is known as the simple "Copy and Paste" from a website like www.wikipedia.org to the student's paper.

"The Potluck Paper" – The student tries to disguise plagiarism by copying from several different sources, tweaking the sentences to make them fit together while retaining most of the original phrasing. Often the student may have different fonts for multiple words within a single paragraph due to copying from various websites.

"The Labor of Laziness" – The student takes the time to paraphrase most of the paper from other sources and make it fit together, instead of spending the same effort on original work.

"The Self Stealer" – The student "borrows" generously from his or her previous work. For instance, an 8th grade student may turn in a paper on US Presidents that they had previously completed in 7th grade. There is a high level of originality expected in the DMS classroom. Students should speak directly with the teacher about any concerns they have regarding this type of plagiarism.

"The Name Filler" – The student finds an assignment they have not completed on another student's desk or in the "no name" stack. The student takes this assignment, erases any name on the paper and writes their name in its place; the student then turns in the paper as if it was his/her own.

If you have questions about how to cite sources, avoid plagiarism, or basic formatting questions, you are invited to visit Purdue University's On-line writing lab at: <http://owl.english.purdue.edu/owl/resource/747/1/>.

Academics

DARTMOUTH PLANNER

The planner is a required reference at Dartmouth. It contains the Dartmouth Middle School Handbook and a calendar for recording assignments. If the planner is lost or damaged, a replacement planner must be purchased for \$5.00.

GRADUATION REQUIREMENTS

Dartmouth uses the student's Grade Point Average (GPA) to determine a student's eligibility to graduate at the end of eighth grade. All students MUST earn a 1.5 cumulative grade point average (GPA) in all classes in their eighth grade year AND exhibit satisfactory behavior in order to be eligible to participate in graduation activities.

GRADE POINT AVERAGES (GPA)

Grade Point Averages are determined by adding the point values of each letter grade (A=4; B=3; C=2; D=1; and F=0) and dividing by the number classes enrolled. Official GPA's can be located on the student's official report card, which will be mailed home via USPS at the end of each quarter. Mid-quarter reports for all students will be available at the mid-point of each quarter (approximately 4.5 weeks) on the PowerSchool parent portal.

HOMEWORK POLICY

Homework serves to reinforce learning in the classroom and is an important part of the partnership between home and school. Students can expect an average of 60 to 90 minutes of homework per night. Students are expected to complete homework as assigned by their teachers. Homework is considered a part of the student's grade.

In the case of absences, students are allowed a reasonable amount of time to complete make-up work and earn full or partial credit. Make-up work may be requested for a student who is going to be absent for more than two days.

Assignments can be found on the Dartmouth website, under staff (the teacher's last name) and/or the teacher's Google classroom page. Information about student grades including scores and missing assignments can also be accessed on the parent portal of PowerSchool at <https://powerschool.unionsd.org>.

PHYSICAL EDUCATION (P.E.)

Expectations for Physical Education are as follows:

- P.E. uniforms are required; students must dress out for P.E. daily.
- If a student cannot participate in P.E. for a medical reason, the parent must send a note to the P.E. teacher. The student will still dress out for class. A parent's note is only valid for a maximum of three days.
- A doctor's excuse is required for students who cannot participate in P.E. for more than three consecutive days. Please include anticipated return dates in all doctor's notes.
- Students are expected to lock all personal belongings in lockers in order to keep belongings safe during the PE period. Dartmouth is not responsible for lost or stolen items left in the locker room.
- Students are expected to use good judgment and follow all rules in the P.E. locker room.
- Students who are members of Dartmouth's athletic teams are expected to fully participate in P.E. on a daily basis. Students who do not participate in P.E. may be "benched" or dropped from the team.

Academics

SUBSTITUTE TEACHERS

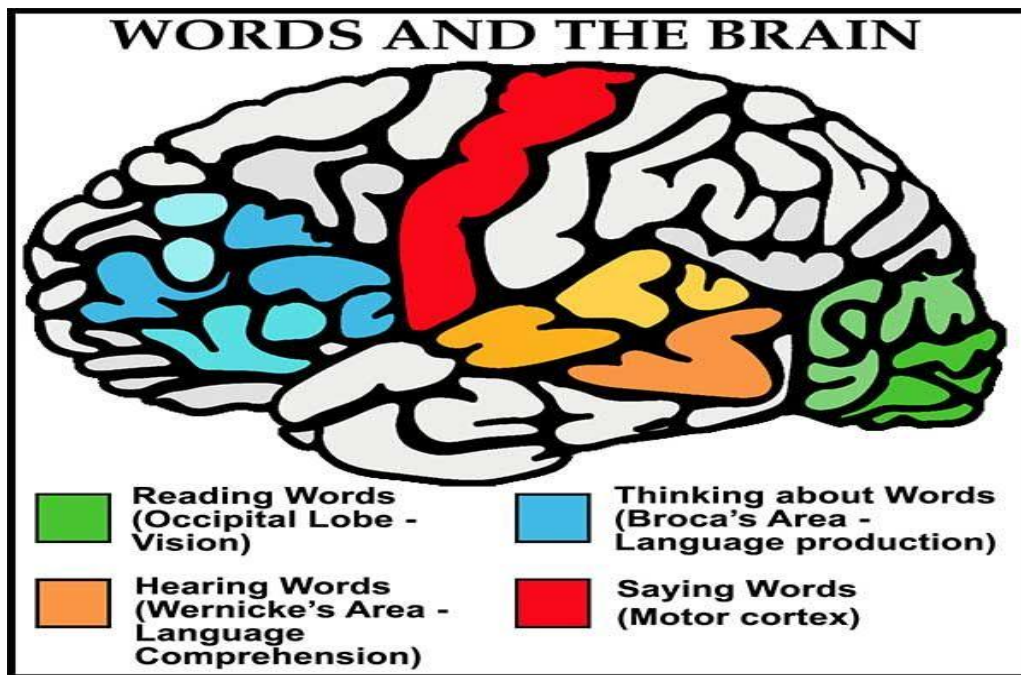
We have capable people to help us whenever our regular teachers are ill or are attending conferences. Substitutes are important visitors whose impressions of the school will be carried into the community. Polite, cooperative and considerate behavior and respect for these visitors is expected from every student. Students who do not behave appropriately (receive a referral from the substitute and/or the substitute leaves a note for the teacher regarding inappropriate behavior) can expect to serve a Friday School or 4 days of after school detention as a disciplinary consequence.

THE SIX TRAITS OF WRITING

The *Six Traits of Writing* is a systematic approach for looking at writing one part at a time. Since writing is such a complicated activity, this approach helps many students break down the task and understand it better. By focusing on and scoring only one trait at a time, a writer/reader can break down a complex activity like writing and make it more manageable. With practice, writers can then learn to be more critical of their own work and can make improvements in the quality of their writing. Perhaps, more than anything else, the six traits give teachers and students a common vocabulary for talking and thinking about writing. The Identifying the Six Traits of Writing page is located in the planner on page 15.

THINKING MAPS

A new way to organize information is with the use of Thinking Maps. Thinking Maps are graphic organizers that support specific thinking skills and allow students to organize information. They allow students to better outline writing assignments or compare and contrast two different things. Many DMS teachers have been trained and/or use Thinking Maps as graphic organizers. The eight different map types and how they might be used are included in the planner on page 16.



Identifying the Traits



1. *Ideas*

Ideas are the main message, the content of the piece, the theme, together with the details that enrich and develop that theme.



2. *Organization*

Organization is the internal structure, the thread of central meaning, the logical and sometimes intriguing pattern of the ideas within a piece of writing.



3. *Voice*

Voice is the heart and soul, the magic, the wit, along with the feeling and conviction of the individual writer coming out through the words.



4. *Word Choice*

Word choice is the use of rich, colorful, precise language that moves and enlightens the reader.



5. *Sentence Fluency*

Sentence fluency is the rhythm and flow of the language, the sound of word patterns, the way in which the writing plays to the ear—not just to the eye.



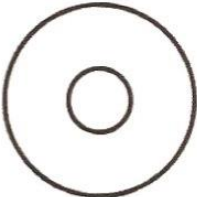

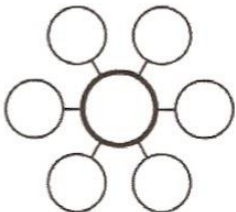
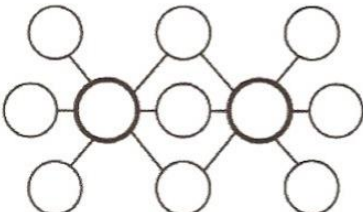
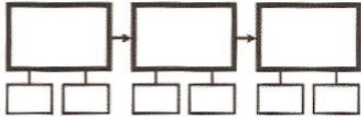
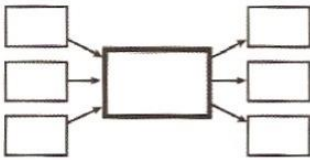
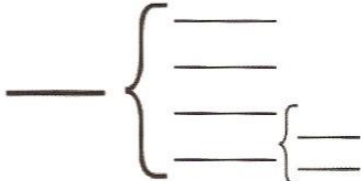
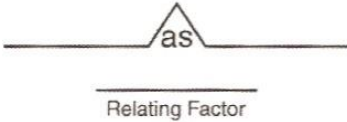
6. *Conventions*

Conventions are like the mechanical correctness of the piece—spelling, paragraphing, grammar and usage, punctuation, and use of capitals.

+1=7. *Presentation*



Presentation zeros in on the form and layout of the text and its readability; the piece should be pleasing to the eye.

<p style="text-align: center;">CIRCLE MAP</p>  <p style="text-align: center;">For Defining in Context</p>	<p style="text-align: center;">TREE MAP</p>  <p style="text-align: center;">For Classifying and Grouping</p>
<p style="text-align: center;">BUBBLE MAP</p>  <p style="text-align: center;">For Describing using Adjectives</p>	<p style="text-align: center;">DOUBLE BUBBLE MAP</p>  <p style="text-align: center;">For Comparing and Contrasting</p>
<p style="text-align: center;">FLOW MAP</p>  <p style="text-align: center;">For Sequencing and Ordering</p>	<p style="text-align: center;">MULTI-FLOW MAP</p>  <p style="text-align: center;">For Causes and Effects</p>
<p style="text-align: center;">BRACE MAP</p>  <p style="text-align: center;">For Analyzing Whole Objects and Parts</p>	<p style="text-align: center;">BRIDGE MAP</p>  <p style="text-align: center;">For Seeing Analogies</p>

Policies and Procedures

APPOINTMENTS WITH SCHOOL ADMINISTRATORS

Students wishing to schedule appointments with the Principal, Assistant Principal, Counselor, or office personnel, may fill out an Appointment Request Form located in the Attendance area during a non-class time. Students will then be called to the office for their appointment.

BICYCLES

Riding a bike to school is a privilege. Failure to follow the rules will result in loss of school biking privileges. Bicycles are to be walked, not ridden, on school grounds. **As per California state law, helmets are REQUIRED to be worn.** Bikes are to be locked and kept in the bike cage during the school day. Unlocked bikes will be removed from the bike cage and the owner will lose the right to ride their bike to school for a designated period of time. All bikes are to be removed from the bike cage before 3:00 P.M. Students who have been assigned detention must pick up their bikes before reporting to detention. Failure to wear a helmet, lock the bike and/or remove the bike from the bike cage by 3:00 p.m. will result in the loss of school biking privileges. Dartmouth is not responsible for lost, stolen or damaged bicycles. The use of scooters and skateboards as a means of transportation will be considered on an individual basis and must be approved by the principal. Helmets must be worn. Students who bring a scooter or skateboard on campus without permission will have the item confiscated and returned to a parent. Roller-skates, inline skates or wheelie shoes are not allowed on campus at any time. If they are brought to school, they will be confiscated and returned to a parent. Failure to adhere to these expectations may result in an assigned detention and/or Friday School.

BILLS

Bills for lost or damaged textbooks, library books, sports uniforms, or damage to school property must be paid promptly. Participation in extra curricular activities may be withdrawn and report cards and yearbooks held until all bills are paid.

CAFETERIA

Students may purchase complete lunches or buy a-la-carte items in the cafeteria. Snacks are also sold during the morning break. Parents are encouraged to set up debit accounts using their student's identification card. To add value to a student's meal plan, log on to: www.unionsd.org, click on "Quick Links," click on "Food Service" and find the address: www.mynutrikids.com or stop by the DMS office. The cafeteria does not make change for anything larger than a \$10 bill (NO \$20 bills). Students may get change from the office.

Students are only to enter the cafeteria if they are making a purchase. They will eat outside in the courtyard area except during bad weather. We expect good manners from all students. Students are expected to make sure that their table and the area around where they ate is left clean before leaving. Students may be restricted from eating in a specific area for misbehavior and/or littering.

CLOSED CAMPUS

Students, upon arriving at school in the morning, are to remain on the school grounds for the rest of the school day. Students are not allowed in parking lot areas. Written permission to leave campus during the school day must be obtained through the office. Students who leave campus after arriving will be considered truant and will serve Friday School for this offense. Student visitors from other schools are not allowed on campus.

EMERGENCIES

In emergency situations, students will be kept on campus as long as necessary. Students will be permitted to leave campus and go to other safe areas only when it is deemed appropriate. Students will only be released to those persons authorized on the emergency card on file in our office. Remember to update all emergency information, especially phone numbers. In the event of an emergency, please do not tie up our phone lines by calling the school.

Policies and Procedures

CELL PHONES/PERSONAL MUSIC DEVICES (PMDs/iPods)

Cell phones and PMDs are not to be seen or used during school hours. **Students who choose to bring cell phones an/or PMDs on campus are doing so at their own risk. Per Union School District School Board policy, all cell phones and PMDs are to be in the “off” position and stored in a backpack between 8:25 and 2:50.** “Use” of a cell phone includes phone conversation, text messaging, emailing, listening to music, Internet usage, AND picture taking; **all are prohibited.** Students using cell phones and/or PMDs on campus will receive a referral and may have their cell phone/PMD confiscated. Multiple referrals may result in the student losing the privilege of possessing a cell phone or PMD while at school.

Students who use a cell phone to film conflict between other students before, during, or after the school day will receive, a consequence. iPods/PMD’s can be used as an instructional tool as long as the use is supervised and facilitated by a teacher. Dartmouth Middle School is not responsible for stolen or lost cell phones, PMD’s, or iPods.

DRESS CODE

Students’ attire should be clean, neat and appropriate for a safe, learning environment. Students in violation of the dress code may be required to call home for a change of clothes, or to change into their gym clothes. The following regulations are meant to foster an environment that is free of distractions:

- **ACCESSORIES:** Jewelry and accessories (i.e. book bags, backpacks or binders) must be free of profane, sexually suggestive or which advocate the use of drugs, tobacco, alcohol, or gang affiliation.
- **CLOTHING:** Clothing in which the torso, midriff, buttocks, or cleavage is exposed is not appropriate for school. Pants, shorts, skirts, and dresses must be appropriate in size and should be worn in good taste.
- **SHOES:** Shoes must be worn at all times to ensure student safety. Slippers and wheelie shoes are not permitted. Appropriate footwear **MUST** be worn for P.E. participation.
- **SAFETY:** Due to health hazards, the use of perfumes and colognes is strongly discouraged. Spray deodorants and colognes, such as AXE, are not permitted on the school campus or locker rooms.

ENERGY DRINKS/ENERGY ENHANCING FOOD ITEMS

NO GLASS CONTAINERS ARE TO BE BROUGHT ON CAMPUS

Students are not allowed to bring to campus or consume on campus any energy drinks or food items. Examples include Rock Star, Red Bull, Monster, caffeinated candies or mints, etc. Such items will be confiscated.

FOOD

Gum and sunflower seeds are not allowed on campus at any time, including before and after school. Students are given adequate time to eat during breaks and lunch. Students are to remain in the cafeteria or quad while eating. Food may not be eaten in class. Students who choose to break this rule should expect a consequence. Repeated failure to obey this rule will result in an office referral. If allowed, students who are working with a teacher during lunch may take food and drink directly into that classroom.

HATS

Students are allowed to wear appropriate hats or other protective clothing outdoors during the school day. All hats are to be removed before going indoors. Sports hats must be decorated in the sports team’s official color. This rule applies to both males and females. Any item worn on the head falls under the category of “hat”.

LITTER

Students are expected to use trashcans for all litter. Students violating this school rule will be asked to clean up after themselves and/or given trash duty at lunchtime.

Policies and Procedures

LOCKERS

Each student is assigned a locker during the first week of school. Under no circumstance is the combination to be shared with anyone. Students are encouraged to empty their lockers of all food, books, and valuables every Friday, and especially over long weekends and holidays. Students who misuse their locker, damage or deface it, or violate the signed locker agreement will lose the privilege of locker use, be subject to disciplinary action and/or may be assigned detention. Specifically:

1. Do not take a lock or go into a locker belonging to another student.
2. Do not switch or share lockers.
3. Lockers are to be kept clean, neat and free from marks.
4. Locks are to be purchased by the student from the school.
5. The school is not responsible for lost, damaged or stolen items.
6. Lockers are subject to unannounced inspection by school personnel.

OFFICE BEHAVIOR AND PROCEDURES

The school office is a place of business and should remain reasonably quiet. Students may not come to the office during class time without a teacher's pass. Students should not bring friends with them to the office. They must always be courteous and respectful towards the office staff. Students wishing to schedule appointments with the Principal, Assistant Principal, Counselor or office personnel, may fill out an Appointment Request Form during a non-class time. Students will be called to the office for their appointments.

PASSES

Students are required to have a pass when they are out of the classroom at any time. Students may not leave class without teacher permission.

PERSONAL PROPERTY

Personal property such as animals, cameras, radios, electronic games, large sums of money, tape recorders, camcorders, laser pens/pointers, etc. are not permitted on campus unless approved by the administration. The school will not accept responsibility for the theft, loss or damage of student's personal property. Other personal property banned from the school grounds includes, but is not limited to any type of gun, walkie-talkie, water balloons, yo-yo's, items used for gambling, aerosol cans or sprays, permanent markers, stink bombs or any other practical joke devices. These items will be taken from a student if seen on campus. Students will need to have a parent pick their items up after school in the office. Students will be subject to school consequences up to and including suspension and expulsion, particularly if the item is considered a dangerous object/weapon.

PLAY FIGHTING

Play fighting is the most frequent cause of injury to students. Play fighting is not allowed at school. Students must keep their hands, feet and objects to themselves. Students engaged in play fighting will be disciplined up to and including suspension.

PHOTOGRAPHS

The photographing or videotaping of other students with any device is not allowed on campus without prior consent from school officials.

LOST AND FOUND

Students are expected to bring found items to the office. Clothing will be kept for a brief period and then given to a charitable organization if unclaimed. All valuables found on campus are to be given immediately to school office staff.

Safety And Behavior Expectations

BULLYING AND HARASSMENT

We are dedicated to eliminating bullying and harassment from our school. Bullying goes beyond simple verbal teasing and is an expression of power of one student over another. Bullying may include intimidation, humiliation, or threats. Types of bullying include physical, verbal, psychological and cyber bullying. We consider these serious offenses that may result in disciplinary action.

Sometimes friends will claim that they are “just joking” or “just fooling around.” It is important to understand that this is never an excuse for making another student feel powerless. Any student who feels he/she is being harassed should immediately contact a teacher. If the bullying persists, it is important to report it again to an adult – administrator, counselor or teacher. All complaints will be promptly and appropriately investigated and dealt with.

What is Bullying? The Five Forms of Bullying are as Follows:

Type	Definition	Examples
Physical	An expression of power where physical contact or force is used to make the victim feel bad, scared or excluded.	Kicking, biting, hitting, tripping, spitting, pushing, taking personal belongings, poking, etc.
Verbal	An expression of power where unkind, inappropriate, and/or threatening words are used to make the victim feel bad, scared or excluded.	Taunting, malicious teasing, name calling, making threats, gossip, etc.
Psychological	An expression of power where emotional and mental strategies are used to make the victim feel bad, scared or excluded.	Spreading rumors, manipulating social relationships, exclusion, extortion or intimidation, threats, etc.
Sexual	An expression of power where inappropriate or sexually suggestive physical contact or words are used to make the victim feel bad, scared or excluded. It is the victim’s perceptions that determine whether the act is sexual in nature.	Exhibitionism, voyeurism, propositioning, sexual gestures, sexual assault, “pantsing,” actual physical contact, sexually explicit or suggestive comments, jokes or conversation.
Cyber-Bullying	Any of the above types of bullying or threats thereof conducted via the use of technology between and among students.	Verbal, psychological, or sexual bullying that is conducted over text message, email message, social networking posting (Instagram, YouTube, Facebook, etc.)

Safety and Behavior Expectations

CORRECTIVE MEASURES AND INTERVENTIONS

- **Meeting with the student** – Most conflicts are resolved at this level.
- **Intervention techniques** - Students benefit most when the consequences are directly related to the infraction. These may include directions to return and walk, restriction to bench, litter cleanup, loss of use privilege, etc.
- **Referral to another classroom** - If a student is disruptive to the point that the classroom teacher cannot teach, the student may be referred to another teacher's classroom for the remainder of the period. If the student fails to report to the designated classroom, or is disruptive, he/she will face further consequences.
- **Teacher Detention**
- **Parent Contact**
- **Counselor Referral**
- **Administrative Referral** - Students who choose not to correct their behavior with each of the preceding corrective measures will be sent to an administrator. Students are also sent to the office when the behavior is so severe that it totally interferes with teacher instruction or when an action jeopardizes the safety and well being of others.
- **School Service** - Students may be assigned to perform school service such as lunch duty.
- **School Detention** - Assigned by an administrator, the student reports to a designated classroom for 30 minutes. Failure to report to detention or uncooperative behavior will result in additional time, Friday School, snack or lunch detention, or school suspension.
- **Friday School** - Friday School may be assigned in lieu of school suspension; in addition, truancy may result in one or more Friday School assignments. Friday School is held on a specific Friday afternoon from 3:00 to 5:00 p.m. in the school library. Parents will be contacted when their student is assigned Friday School.
- **Class Suspension** - A teacher may suspend a student from class for any of the acts enumerated in the Education code #48900 for the day of the suspension and the following day. As soon as possible, the teacher will contact the parents to discuss the suspension. Students will be suspended solely from that class and will attend all other classes during the day.
- **School Suspension** - A student may be suspended from school for cases of serious misbehavior, repeated referrals for the same behaviors, participation in the acts enumerated in the Education Code #48900. The length of the suspension will be determined by the administration, not to exceed five (5) consecutive school days. While suspended, it is expected that the student will remain at home and/or under adult supervision for the duration of the school day. The student is not to be on campus or participate in school-related activities. Students who have been suspended from school will lose the privilege of participating in the next scheduled dance or social.
- **Expulsion** - In extreme cases, or after all other methods of discipline have failed, expulsion may be considered. An administrator shall submit the written facts concerning the pupil's conduct to the superintendent. The guidelines for expulsion hearings will be followed.

DUE PROCESS FOR STUDENTS

Students have the right to be heard, parents are to be notified of suspension, and parents have the right to appeal a suspension or expulsion.

PUBLIC DISPLAYS OF AFFECTION

Affectionate displays such as embracing, kissing, hand holding, or sexually suggestive behavior, are not permitted. The minimum consequence for PDA is school service. Parents will be notified when students violate norms of good taste while at school. Repeated violation of PDA rules will result in further consequences including, but not limited to detention, Friday School, and loss of school privileges.

Activities and Athletics

AFTER SCHOOL ACTIVITIES AND ATHLETIC ELIGIBILITY

A wide range of activities is provided for students during and after school. Dartmouth has high academic and behavioral standards for students. In order for students to participate in extra-curricular and co-curricular activities, they must demonstrate satisfactory educational progress. All students participating in after school activities must adhere to the following guidelines:

- Maintain a “C” average (2.0 Grade Point Average)
- Display acceptable behavior at school

Appeals regarding the aforementioned guidelines may be made to administration for consideration when there are special circumstances regarding a students’ eligibility.

Students who are absent more than three periods in a day are ineligible to participate in that day’s after school practices, games, activities, dances, or performances unless prior approval has been given by administration.

Students participating in an activity or sport may be “benched” from competition or participation for one game/activity following the receipt of a referral. Students who are suspended four weeks prior to or during a sport season may be banned from trying out or continuing to participate for the remainder of the season. Coaches/advisors reserve the right to remove a student from participating for inappropriate behavior during practice or competition with approval of administration.

ATHLETIC SEASONS

<u>Season 1</u>	<u>Season 2</u>	<u>Season 3</u>	<u>Season 4</u>
August – October	October – December	December – February	February – April
Cross-Country	Boys’ Basketball	Girls’ Basketball	Girls’ Volleyball
Boys’ Volleyball	Wrestling		Boys’ Soccer
Girls’ Soccer			Track & Field

Activities and Athletics

DANCES

Evening dances are held for Dartmouth 7th and 8th grade students only. Dance times are 6:00-8:00 P.M. Tickets are sold the week of the dance during lunchtime. Students may not leave a dance and return. No student shall be admitted to a dance more than 15 minutes after the dance begins without prior permission of an administrator. Parents must pick up students **inside** the cafeteria promptly at 8:00 P.M. Failure to do so may result in the loss of dance privileges. Students are expected to dress according to the established school dress code. Students in violation of the dress code will either change clothing or the parent will be called and the student sent home. Students who have been suspended from school will lose the privilege of participating in the next scheduled dance. Students must also follow the dance conduct code. Dancing must be appropriate for a middle school setting.

Dancing too close together, dancing in a suggestive manner or lifting people off the ground during dancing will not be allowed. Appropriate language is expected at all times.

Consequences: 1st offense = 30 minute time out held outside the cafeteria. 2nd offense = Parent called to pick up student from dance and loss of dance privileges for the next dance.

If a student is picked up late from the dance (after 8:10 PM), that child may not be allowed to attend the next Dartmouth dance.

STUDENT BODY CARD

Dartmouth students will be issued a student body card. These cards must be presented to check out playground equipment, library books, and attend school dances or special events. The replacement fee for a lost card is \$2.00.

STUDENT GOVERNMENT

Students have an opportunity to participate in student government at DMS through the Student Council. His or her class representative, elected in the Social Studies class, represents all students on the DMS Student Council. The purpose of student government is to promote the welfare of the school, encourage school spirit and develop leadership skills. Student body officers are elected each May from the 7th grade class.