

Vineyard Junior High School



2021 – 2022 Parent & Student Handbook

Vineyard Junior High School

“National Blue Ribbon School, California Distinguished School, and PBIS Gold School”

6440 Mayberry Avenue, Alta Loma, California 91737

(909) 484-5120

Website: <https://www.alsd.k12.ca.us/Domain/156>

Principal – Sandy Rose Assistant Principal – Maureen Vass Dean of Students – Matt Dzama

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It is with great pleasure that we take this opportunity to welcome you to Vineyard Junior High School. We are extremely proud of the programs we offer and encourage you to make the most of your time with us. This handbook has been developed by our faculty and administrators to help you learn as much as possible about our school policies, procedures, and the services we offer.

We look forward to this school year with great excitement and hope to have a rewarding and successful year.

OUR MISSION STATEMENT

The mission of Vineyard Junior High is to provide a safe, positive, and collaborative learning environment focused on high expectations of staff, students, and families through a rigorous standards based curriculum while emphasizing positive behavior and outstanding character through PBIS. Vineyard Junior High prepares students to achieve academic success, personal excellence, and enables students to reach their maximum potential to become lifelong learners and effective citizens.

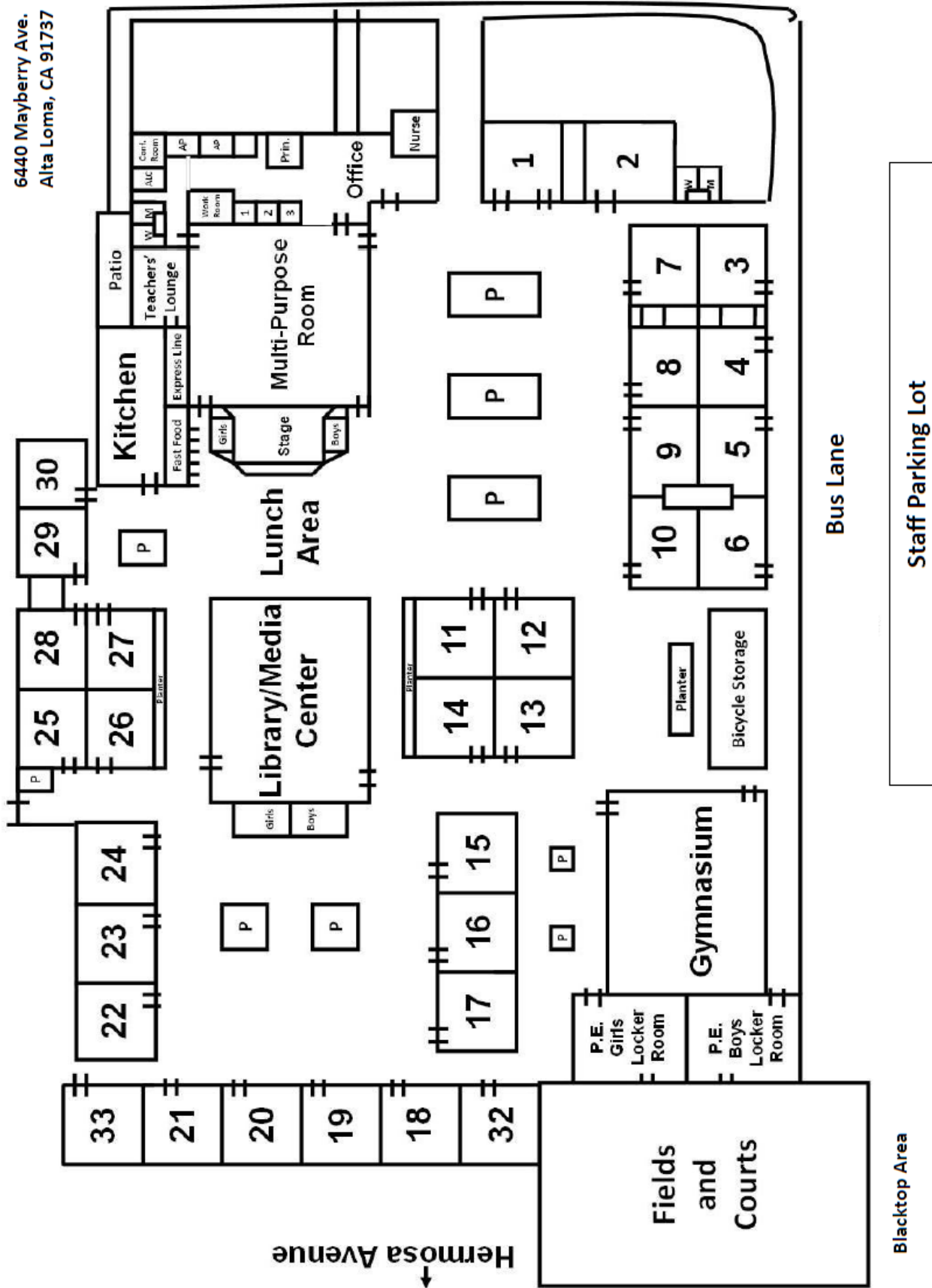
Our core value belief statements encompass the following:

- We believe that when we give our personal best in everything we do, we achieve excellence.
- We believe that high standards in content, curriculum, instruction, performance, and personal behavior inspire achievement.
- We believe that collaboration is essential to our success and is dependent on the commitment, cooperation, involvement, and unity of our students, staff, parents, and community.
- We believe that valuing the unique and individual differences of each person enhances an appreciation for diversity.
- We believe that a safe, secure, and supportive environment facilitates learning.
- We believe that accountability enables an individual to assume personal responsibility for learning behaviors and consequences.
- We believe that an ongoing acquisition of knowledge and skills empowers students, staff, and parents to manage and adapt to change in a dynamic world.
- We believe that schooling can be fun and that recognition and rewards affirm and celebrate accomplishments.
- We believe that home and school is a partnership which is vital to student success.

VJH School Map

Mayberry Avenue

6440 Mayberry Ave.
Alta Loma, CA 91737



VINEYARD CALENDAR OF EVENTS 2021-2022

Month	Date	Event
August	9	First day of school – 7 th Grade (Modified Day Dismissal - 12:45 pm)
	10	First day of school – 8 th Grade (Modified Day Dismissal - 12:45 pm)
	TBD	Meet the Teacher Night (6:00 GATE Parent Mtg., 6:15 PTSA Mtg., 6:25 – 7:50 Classrooms)
	TBD	CJSF Money Collection Begins
	TBD	Step it Up Fundraiser Begins
	TBD	Make-up Pictures
	TBD	CJSF Money Collection Ends
September	6	Labor Day – No School
	TBD	Math Festival
	TBD	Trimester 1 Progress Reports sent home with students
	TBD	Camp Information Parent Meetings
	TBD	PTSA Book Fair
	27-30	Parent/Teacher Conferences (Modified Days: Dismissal - 12:45 pm)
October	1	Modified Day Dismissal – 12:45 pm
	TBD	GATE Family Day, 9:00 – 12:00 pm
	11	Staff Development Day – No School
	TBD	ALSD Parent University, 5:15 – 8:30 pm
	TBD	Choir Showcase @ VJH
	29	End Trimester 1
November	11 -12	Veterans Day and Admission Day Observed– No School
	TBD	Trimester 1 Report Cards sent home with students
	TBD	CJSF Collection Begins
	TBD	PTSA Fall Fundraiser Begins
	TBD	CJSF Money Collection Ends
	22-26	Thanksgiving Holiday
December	TBD	Band/Choir Winter Concert LOHS
	TBD	Geography Bee, VJH 8:30 am
	12/20-1/2	Admissions Day/Winter Break – No School
January	3	Students return from Winter Break
	TBD	Trimester 2 Progress Reports sent home with students
	17	Holiday- Martin Luther King Jr.'s Birthday (observed) - No School
	24	Staff Development Day – No School
February	TBD	GATE STEM Fair, 6:30 pm
	14	Holiday-Lincoln's Birthday (observed) – No School
	21	Holiday-Presidents' Day– No School
	TBD	Vineyard Spelling Bee, VJH 8:30 am
	25	End Trimester 2
March	TBD	ALSD Art Festival, 9:00 – 12:00
	TBD	Trimester 2 Report Card sent home with students
	TBD	CJSF Collection Begins
	TBD	CJSF Money Collection Ends
	TBD	Open House (Choir Showcase 6:00, PTSA Mtg. 6:20, Classroom Visits 6:30 – 7:30 pm)
	18	Modified Day Dismissal - 12:45 pm
	21-25	Spring Break
April	TBD	CAASPP/CAST State Testing (Language Arts, Math & 8 th Grade Science)
	TBD	GATE Spelling Bee, 6:00 pm
	TBD	Trimester 3 Progress Reports sent home with students
May	TBD	Teacher Appreciation Week
	TBD	7 th Grade Text Book Collection
	TBD	8 th Grade Text Book Collection
	25	Last Day 7 th Grade: Modified Day Dismissal - 12:45 pm
	26	Last Day 8 th Grade: Promotion Ceremony
TBD	Trimester 3 Report Cards Mailed Home	

*TBD = To Be Determined. All dates are subject to change. Please check the Vineyard Junior High website calendar.

Vineyard Junior High School

6440 Mayberry Avenue, Alta Loma, California, 91737

Main Office (909) 484-5120

Attendance Office (909) 484-5136

Fax (909) 484-5125

Office hours are from 7:00 AM – 4:00 PM. To maximize learning, classrooms will not be interrupted during the school day. You may leave a phone message or e-mail, and the teacher will respond at his/her earliest convenience. **Please allow 24-48 hours for a response.**

Teacher

Email

Josh Alcala	jalcala@alsd.org
Rick Bacon	rbacon@alsd.org
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Jenna Vandegrift	jvandegrift@alsd.org

Vineyard Junior High Traditional Bell Schedule

Regular Schedule 7th Grade

- Period 0 7:05 - 7:55
- Period 1 8:00 - 8:55
- Period 2 8:58 - 9:53
- Period 3 9:56 - 10:51
- Lunch 10:51 - 11:21
- Period 4 11:24 - 12:19
- Period 5 12:22 - 1:17
- Period 6 1:20 - 2:15
- After School Bell 2:25

Regular Schedule 8th Grade

- Period 0 7:05 - 7:55
- Period 1 8:00 - 8:55
- Period 2 8:58 - 9:53
- Period 3 9:56 - 10:51
- Period 4 10:54 - 11:49
- Lunch 11:49 - 12:19
- Period 5 12:22 - 1:17
- Period 6 1:20 - 2:15
- After School Bell 2:25

Modified Day 7th Grade

- Period 0 7:05 - 7:55
- Period 1 8:00 - 8:40
- Period 2 8:43 - 9:23
- Period 3 9:26 - 10:06
- Period 4 10:09 - 10:49
- Lunch 10:49 - 11:19
- Period 5 11:22 - 12:02
- Period 6 12:05 - 12:45
- After School Bell 12:55

Modified Day 8th Grade

- Period 0 7:05 - 7:55
- Period 1 8:00 - 8:40
- Period 2 8:43 - 9:23
- Period 3 9:26 - 10:06
- Period 4 10:09 - 10:49
- Period 5 10:52 - 11:32
- Lunch 11:32 - 12:02
- Period 6 12:05 - 12:45
- After School Bell 12:55

General School Policies and Procedures A-Z

ABSENCES

Parents are asked to call on the day of the absence. A 24/7 “attendance hot-line” is available for your convenience at (909) 484–5136. If this is not convenient, a note from the parent should accompany the student when he/she returns to school. Excused absences are for illness, medical appointments, or death in the immediate family. Any absence without a valid excuse will be recorded as unexcused. Students will be given the same number of days absent to complete their work.

ALTERNATIVE/INDEPENDENT STUDY

If your child will be absent for five or more days due to unforeseen circumstances, please call the school office at least one week in advance of the absence to request an “Alternative Independent Study Packet” prepared by your child’s team of teachers.

ARRIVAL/DISMISSAL

Zero period students may arrive between 6:55 – 7:05 am to school. Students eating breakfast on campus may arrive at 7:30 am. All other students should arrive between 7:40 am - 8:00 am. The **bell rings at 7:55 am** for students to proceed to class. The school doors will be closed at 7:59 am, so students should enter through the office if arriving at 7:59 am or after. **Students must be in their seats by 8:00 am or they are considered tardy.** Bikes must be walked on school grounds and locked in the rack near the gym. Bike riders must wear helmets. For student safety, students are not allowed in the parking lot. Students may not ride skateboards or scooters to school. In the interest of school-wide safety and security, the after school “CLEAR THE CAMPUS BELL” will ring at 2:25 pm. This bell is a signal for all students to be off campus by the time the 2:25 pm bell rings. Any eligible students waiting to attend a sporting event as a spectator must wait on the basketball blacktop area starting at 2:25 pm. Any student violating the CLEAR THE CAMPUS BELL POLICY will be assigned after school detention. Students remaining on campus or in front of the school will be considered loitering. Students will receive a warning the first time, and consequences will be enforced for any further incidents. This rule is designed for the safety and security of all students. For your child’s safety before and after school, we ask that students who are brought or picked up from school to use the loading zone curbs on Highland Ave. or Mayberry Ave. **Please note that a “No Stopping” sign is posted on the east side of Mayberry Ave. that prohibits stopping from the hours of 7:30 am - 8:00 am and 1:30 pm - 2:30 pm.** Parking tickets may be issued to drivers violating these policies. For student safety, “U” turns are prohibited during student drop off and/or pick up times. **Students must use the crosswalks** located at the corners of Highland and Mayberry, and Highland and Hermosa, when entering and leaving campus. Students are not permitted to cross the street in undesignated areas. For your child’s safety, **please do not ask your child to cross in the middle of the street.** Drivers should not park or stop on red curbs. **Reminder: Students may not cross the street unless they use the marked crosswalks. (No exceptions).** For safety reasons, **students may not be picked up or dropped off in either parking lot. At NO time should any vehicle travel through or park in the bus lane.**

ATTENDANCE

We expect our students to attend school regularly and promptly. Good attendance is essential for school success. Students with perfect attendance will receive monthly incentives and will be placed into a drawing to earn a Trimester Award. Excessive absences and tardies will result in a meeting of our School Attendance Review Team (S.A.R.T.), referral to our District Attendance Review Team (D.A.R.T.) and a possible referral to the Rancho Cucamonga School Attendance Review Board (S.A.R.B.). Early pick-ups are also recorded as tardies.

BEHAVIOR/EXPECTATIONS

Students are expected to comply with the school rules and procedures as outlined in this handbook and PBIS schoolwide expectations. As a PBIS school, we strive to provide a positive environment for our students' personal, social, emotional and intellectual development.

BIKE RACK/BICYCLES

Students must attend a bike safety meeting to get a bike pass in order to ride a bike to school. Bicycles must be walked and locked in the bike rack as soon as the student arrives on campus. The pass must be carried. Violation of bicycle safety rules will result in a loss of bike riding privileges. The school is not responsible for theft of parts or damages to bicycles while parked in the bike rack. Students riding bikes to school must wear a helmet. NO EXCEPTIONS. If a student violates this safety rule, they will lose the privilege of riding their bike to school. Skateboards or scooters of any kind are not to be ridden to school or allowed on campus.

BOOKS/BACKPACKS

Students are responsible for their own books, backpacks, and personal property. Textbooks issued during the year and checked out of the Media Center are the property of the school district. Lost and/or damaged books shall be paid for by the student/parent/guardian. Students are required to return the same textbooks they were issued by the teacher. It is the responsibility of each student to keep his/her books covered and in good condition.

BUS TRANSPORTATION

Bus transportation is a privilege and students must follow all school and bus rules while traveling on the bus. The school reserves the right to deny bus transportation to students who do not comply with safety/school/bus rules and/or the bus driver.

CAMPUS EXCLUSIONS

Shock devices, Sharpies, permanent ink markers, aerosol or pump sprays, medications, video type games, electronic devices, laser pointers, toys, spinners (fidget devices), real or fake weapons, sharp objects, drugs, drug paraphernalia, vape products, lighters, matches, explosives, blades, bullets, alcohol, tobacco products, pepper spray, cameras, hardballs, skates, skateboards, scooters and roller blades are not allowed at school. Possession of dangerous objects/weapons can result in suspension and recommended expulsion from school.

CHEATING

Cheating is considered unacceptable behavior at Vineyard, and it is defined as giving or receiving unauthorized aid on a test or assignment. Please refer to our Academic Honesty Policy which is included at the end of this handbook. This policy was developed by a committee of staff, parents and students.

CHECKING STUDENTS OUT

Any person checking a student out through the office MUST be listed in the parent portal as an emergency contact, show proof of I.D., and be 18 years of age or older. Please make sure your student's emergency information is up to date. Emergency contacts are used only when the school initiates a pick up during the day and the school cannot reach parents/guardians. **The process for non-school initiated pickup is for the parent to provide written authorization** including the following: student name, date, time, name of adult picking up the student and parent signature. After verification of parent signature and checking I.D., the student will be released.

CJSF-HONOR SOCIETY

The purpose of *CJSF* (California Junior Scholastic Federation) is to foster high standards of scholarship, service and citizenship for California students in grades 7-9. **Eligible students must complete an application to join CJSF each trimester.** Membership qualifications are: a minimum of eight (8) points in the four academic classes (Language Arts, Social Sciences,

Science and Math). Points are calculated by A=3, B=1; NO D's, F's, N's, or U's. Students will receive special recognition at the 8th grade promotion ceremony by joining CJSF for at least two trimesters of 7th grade and both 1st and 2nd trimester in 8th grade. (Note: Fall 8th grade sign-ups count as a 7th grade trimester due to the fact that the grades were earned in 7th grade.) Eighth grade students who wish to receive a CJSF Service Award may complete the required service hours. Eligible students pay a \$3.00 membership fee for each trimester they are members. The money is collected to pay for California's state dues based upon the enrollment of the school. **No late sign-ups are accepted.** Please see the website calendar for CJSF dates.

CLOSED CAMPUS POLICY

Vineyard is a closed campus. This means that once students arrive on campus in the morning, they may not leave the school grounds at any time during the school day, including lunch time, except under the supervision of a parent or authorized adult. Students who arrive at school and then leave without permission or proper supervision will be assigned a consequence for truancy and defiance. The parent/guardian must sign the student out in the office when leaving and sign in upon return to school. Office personnel may ask for identification.

CLUBS / SCHOOL ACTIVITIES

We encourage our students to be involved in a variety of after school activities including clubs, tutoring, sports, and dances. **Students must meet eligibility requirements to participate.** Administration reserves the right to revoke privileges based on disruptive and/or unsafe behavior.

- **Awards:** There are three trimester awards ceremonies a year. The first and second trimester awards breakfast ceremonies honor students earning a 4.0 or above GPA and top athletic scores. For the end of year awards ceremony, students are honored for the following: PBIS awards, Geography Bee awards, Spelling Bee awards, Outstanding Achievement/Effort in content subject awards, Women's League award (8th only), D.A.R. award (8th only), Presidential awards (8th only), and CJSF awards (8th only). Students/families are invited to each awards ceremony throughout the year.
- **Dance Parties:** Only students who are eligible, may attend the after school dance parties which are sponsored by the ASB. Appropriate school attire is required. The dance parties begin at 2:20 and end at 3:45 pm. Students may not leave campus and return to the dance. Students may not leave the dance without parent permission. I.D. cards are required.
- **Eligibility Requirements:** Students must meet all school obligations in order to be eligible to participate (actively or as a spectator) in activities (sports, dances, assemblies, field trips, end-of-the-year activities). Students must have a 2.0 GPA (Grade Point Average) on the most recent progress report or report card and meet citizenship eligibility. A student is ineligible if the citizenship grade points are equal to or more than -3 Points (U = -2; N = -1) or if the student has received an in/out of school suspension during the most recent grading period.
- **Safe School Ambassadors:** Safe School Ambassadors are a group of committed and trained 7th and 8th grade students. Safe School Ambassadors are trained in the fall of each school year and meet regularly with a staff member in a small group setting. The Safe School Ambassadors Program empowers students to make their school a safer place.
- **Student Government/ASB:** The Student Government/ASB is an organization through which elected student representatives can assist in the functions of the school. Officers and representatives must meet eligibility requirements with no "N's, U's," excessive tardies (throughout the school year), and no suspensions.

COMMUNICATION

You are welcome to contact any staff members via email or by leaving a message with our office staff. Please allow for 24 – 48 hours for a response.

CONFERENCES

If you would like to set up a parent conference with a teacher to discuss your child's progress or to address concerns, you can email the teacher directly or leave a message with the office by calling (909) 484-5120. **Questions regarding grades, assignments, or classroom behavior are best answered by the individual teacher, so please start with the teacher first.**

DELIVERIES TO SCHOOL

Students need to bring everything with them to school in the morning. **Deliveries disrupt instruction, therefore, PE Clothes, band instruments, lunches, homework, backpacks, etc., that are delivered to school for students, will remain in the office.** Students can check for their belongings at passing period and at lunchtime. To minimize disruptions, classrooms will not be interrupted.

EMERGENCY DRILLS

Safety is our number one priority at Vineyard. Emergency drills are conducted monthly, and safety procedures are routinely reviewed.

EMERGENCY BROADCASTS

If inclement weather or road conditions delay busses or cause school to be closed, check our website for information and listen to local news/radio stations.

EMERGENCY INFORMATION/MOVING

Please notify the attendance office of any change of address, or change in your home, work, or emergency phone numbers. If a student is moving, he/she must bring a note from his/her parents or guardian which states the new address and the request for a transfer of records.

FOOD SERVICES

Students may purchase a variety of hot and cold breakfasts and lunches. Current meal pricing is available on our district website. Please help your child remember to bring his/her lunch money to school in the morning rather than having to call for it during the day. Pre-sale lunches are available and can be placed in the box at the lunch windows before school or during passing period by 10:00 am. ALSD also provides an on-line program service. You can monitor your child's meal account balance online. To access this service go to Titan School Solutions: <https://family.titank12.com/ZMN2R4>. You will need your child's **permanent school I.D. number and the zip code** of the school your child/children attend. The permanent I.D. number can be obtained from the school office. Letters are sent to the parents advising them of the policy and the amount of money the student owes. The free and reduced lunch application must be renewed every year.

G.A.T.E. (GIFTED AND TALENTED EDUCATION)

The G.A.T.E. program in Alta Loma School District is an in-class model in which differentiated instruction is provided by the student's regular classroom teacher(s). G.A.T.E. students who meet specific criteria may be placed in accelerated classes and are monitored for grades and performance. Our G.A.T.E. students are offered a wide variety of ancillary and extended learning opportunities that may include; special projects, field trips, and opportunities to participate in special events. In addition, there are three district-wide G.A.T.E. activities: Family G.A.T.E. Day in the fall, our STEM Showcase in the winter and our Spelling Bee in the spring.

GUIDANCE SERVICES

Administrative staff works with students, staff, and parents on academic, behavioral, and social-emotional matters. **Purple Slips are available for students** to request to meet with a staff member for any reason **(to gain help with problem-solving, to receive assistance with a peer issue, to report bullying or school rules being broken, to ask for support with a class or scheduling issue, etc.).**

HALL PASS

Students must have a hall pass to be out of class (restroom, office, media center, nurse's office). Students must obtain the pass from the classroom teacher before coming to the office.

HEALTH OFFICE

Students are responsible to notify the teacher, coach, proctor, and nurse or health clerk immediately if an injury occurs. A student who feels ill or wishes to discuss a health problem with the school nurse or health clerk, should ask for a pass from the classroom teacher. In case of serious injury/illness, parents are contacted. Parents are requested to notify the school nurse about serious health concerns or adjustments in medication.

HOMEWORK

Homework is an integral part of the school program and is considered in determining the student's grade. Students should have homework each night in all major subjects and some of the electives. It can be in many forms and is designed to supplement class work and to give the student the opportunity to practice the skills he/she has learned in class. It is the responsibility of the student and parent to check the updates on homework and class assignments. If your **student goes on a school sponsored field trip**, he/she must obtain his/her **homework assignments ahead of time** – before the day of the trip. Teachers continuously update their classroom website and post their grades online. **Parents are encouraged to review and monitor student progress on a routine basis through Infinite Campus.** Teachers will be sharing the online program and will give parents information for accessing grades at "Meet the Teacher Night" in August. (NOTE: Teachers will be using a website to post daily assignments. Check with the teacher or the class syllabus to access this information.)

HOMEWORK REQUESTS

All students are to check the teacher/class web page for classwork and/or homework when they are absent. Parent **requests for homework** assignments due to student **absences of more than two (2) days** may be made by calling the school. Homework requests that are made prior to 12:00 pm may be picked up after 2:30 pm the following school day. Please call the school to verify that work has been left in the office before coming to pick up student work. Grades take time to update in Infinite Campus. For more real-time information, visit the teachers' websites.

HONOR ROLL

Students who receive a Grade Point Average (GPA) of 3.5 — 3.99 will earn Honor Roll and receive a bumper sticker and certificate. Those with a GPA of a 4.0 and higher will be invited to a special Awards Breakfast for Trimester 1 and 2 to celebrate earning Principal's Honor Roll.

I.D. CARDS

I.D. cards must be carried at all times and must be shown to gain entry into an activity (dance, etc.). I.D. cards must be shown in order to obtain PE loaners. An I.D. card is also required to check out equipment at lunch time. Replacement cards may be purchased for \$3.00 in the student store up to one day before an event.

LEAVING SCHOOL EARLY

Whenever possible, a student should inform his teachers of a doctor/dental appointment before the absence. If a student has a medical appointment during the day, a parent must sign the student out at the office. We encourage parents to make these appointments after school so instruction is not interrupted. Early pick-ups are recorded as tardies.

LIBRARY/MEDIA CENTER

The Media Center/Library is open for use during the school day. Students must have a pass to enter during class. During lunch, the Media Center/Library is open to students.

MEDICATIONS

Due to the school nurse serving multiple schools, our health clerk also assists with administering medications. All medications taken at school, including over-the-counter medications, must be prescribed by a physician. We are required to have a written statement from the prescribing physician (the prescription label on the medication is inadequate) and a written authorization from the parent/guardian before a student may take medication at school. These statements must be renewed whenever the prescription changes and at the beginning of each school year.

Medication must be provided to the school in the container in which it was purchased and must be clearly labeled with the student's name. Students may not transport medication to and from school or carry it with them while they are on campus. Medications are stored in the health office. If your child suffers from a chronic asthma condition, please obtain and submit to our office a physician's written statement of limited physical activities and/or medications prescribed. If your doctor has advised your student to carry his/her inhaler with him at all times, an additional form must be obtained from the Health Office.

MONEY

All money is handled by the ASB Clerk in the student store. All payments should be made at the Student Store during lunch (Tuesday – Friday), and a receipt will be provided.

MONITOR SHEETS

A monitor sheet is intended to facilitate daily communication between home and school regarding student work completion and behavior. It will also address whether the student is following directions and has homework on that specific day. A student/parent/teacher may request a Monitor Sheet for a student. Our Dean of Students will initiate the Monitor Sheet by request of a parent. Students are expected to pick up the monitor sheets from the Dean of Students.

OFFICE VISITS

Students must have a pass or office call slip before visiting the office or health office, (except for emergencies).

PERSONAL PROPERTY

Students assume the responsibility for loss or damage to their personal property, books or instruments. Students must responsibly use lockers provided for PE clothes. Large sums of money and articles of real or sentimental value should not be brought to school.

PE (PHYSICAL EDUCATION)

Students will receive a PE Handbook and expectations at the start of the school year. Students and parents are expected to review the handbook and to become familiar with expectations. If a student is not actively participating in PE during the school day, he/she may not participate in after school sports programs. The PE Department has a suit cut policy. We expect every student to dress in the proper PE attire every day.

- **PE Clothes:** PE clothes include tennis shoes, socks, shorts (or sweat pants) and a shirt. PE shirts, shorts, and sweat pants may be purchased at the student store. Black sole street shoes are not allowed in the gymnasium at any time because of the damage they can cause to the gymnasium floor. PE clothes brought to the office by a parent should include not only the student's name, but also **the PE period and teacher. The student may check the office counter for belongings at passing period.**
- **PE Locker:** PE lockers will be issued to all students. Students are responsible for placing all valuables such as money, cell phone, watches and other jewelry in the locker and securely locking their lockers. Although the school will make every attempt to ensure safekeeping of articles in the locker rooms, the school is not responsible for theft or damage. There is a large "street" locker in both boys' and girls' locker rooms that can

accommodate backpacks, etc. Parents should carefully instruct their child on the proper use of combination locks.

- **PE Medical Exemption:** If a child is unable to participate in physical education because of injury, illness or a disabling condition, parents must write a note requesting a PE exemption. **Long term (more than three days) PE exemptions require a physician's statement and must document the activity limitations** and the expected duration of the exemption from PE class. Students are to turn the parent/physical documentation into the nurse's office before the starting bell on day one of the medical exemption. A copy will be routed to the appropriate PE teacher that same day.
- **Jewelry:** For safety reasons, students may not wear jewelry during PE.

PROMOTION REQUIREMENTS

Students are required to earn a cumulative Grade Point Average of 1.6 or higher by the end of 8th grade in order to participate in the Promotion Ceremony. In addition, 8th grade students must have a cumulative GPA of 1.6 or higher and meet end of year eligibility requirements to attend Promotion related activities such as Knott's Berry Farm and the Promotion Party. **End of the year activities, ceremonies and field trips are a privilege and may be revoked based on behavior/safety concerns and academic eligibility requirements.**

RENAISSANCE PROGRAM

The Renaissance Program is based on rewarding students for positive achievement in academics and citizenship. Privileges are extended to students who meet these criteria. Eligible students receive one of five cards. The card color represents the level of achievement and corresponding privileges, such as free snacks at lunch and classroom "perks," which are used at the individual teacher's discretion. "Perks" may include going to lunch early, an extra bathroom pass, free lap in PE, a late pass or homework pass. At Vineyard, the 4 levels are: Gold: 4.0 and above; Silver: 3.9-3.5; Bronze: 3.49-3.0, Purple: 2.99-2.5; N's or U's in citizenship and D's or F's will disqualify a student at any level. Each trimester, recognition rallies are held and students receive their rewards. At the first Renaissance Rally of the school year, current 8th grade students will be rewarded for their accomplishments during their 3rd trimester of 7th grade. Current 7th grade students will be introduced to the program at the first rally and will be eligible to participate at the end of 1st trimester.

REPORT CARDS/PROGRESS REPORTS

Parents may access their child's progress reports mid trimester and report cards at the end of each trimester in the Infinite Campus parent portal. The progress grades from each teacher are intended to inform you of the current mid-trimester standing of your student. We encourage ongoing communication with your child's teacher by phone or e-mail to monitor current progress. **Infinite Campus Parent Portal should be checked regularly by parents and students.** Parents should contact individual teachers if they have questions.

RESTROOMS

Students are expected to do their part to keep the restrooms and walkways clean, orderly, and free of litter, defacement, and graffiti. If it is necessary for students to use the restrooms during class, they must have a pass from a teacher and refrain from creating a disturbance. Students should not gather in large groups that block the passage of other students. Backpacks, food, loitering, and cell phone use are not allowed in the restrooms.

SCHOOL ACCOUNTABILITY REPORT CARD (SARC):

Copies of the Vineyard Junior High School Accountability Report Card (SARC) is available at our school site office and at the District Support Center. Copies are available for parents/guardians upon request and are free of charge.

SIGNATURES

All school documents requiring parent signatures must be signed by a parent/guardian. Forging a signature is a disciplinary matter.

TECHNOLOGY USAGE

All students are expected to follow the Electronic Device Guidelines (See Electronic Device Permission Form). Students are responsible for damages to school technology devices.

TELEPHONE

The school phone number is (909) 484-5120. **The office phone is to be used only for school business or in case of an emergency.** Students cannot be given messages except in an emergency situation. Students need to plan their transportation arrangements prior to arriving at school rather than calling home during the day. Per school policy, students must have their cell phones and smart watches in the “off” mode stored in their backpacks; therefore, **students may not send or receive any messages (including text messages) for any reason.** If there is an emergency, contact must be made through the office. Students violating this policy will be disciplined.

TEXTING

We acknowledge that texting is often used by parents and students to connect, however, this violates school policy and interrupts instruction between 8:00 am and 2:15 pm.

Students who feel ill need to go to the health office and the office will contact parents, rather than students contacting parents directly. **Students who are using their phone to text during the school day will have it confiscated, and a parent will need to pick it up in the office.**

VISITORS/OBSERVATIONS

Visitors must present an I.D., sign “in” and “out” of our District Raptor system in the main office, and wear a visitor’s badge. Students’ friends or relatives may not visit during the school day without prior approval from the school administration. **Parents visiting classrooms must make arrangements 24 hours in advance, must read and sign our classroom observation protocol form, and adhere to our policies.** High school students on modified schedules may not be on campus. All visitors are expected to follow the Alta Loma School District Civility Policy 1313 in which the expectation is for the District Staff and visitors to demonstrate mutual respect for one another and maintain an orderly conduct. The aim is to promote a model for students and create a positive, safe school environment for all.

Our goal is to protect instruction, student safety, as well as maintain student privacy. In an effort to accomplish this, we ask that you adhere to the following protocol when observing in a classroom:

- All classroom observations must be requested a minimum of 24 hours in advance. You will receive a notification when your observation has been scheduled.
- Please be sure to bring your ID, check in at the office when arriving to receive your visitor’s badge, and sign in. Be sure to sign out when leaving.
- No children may accompany the observer.
- To maintain the safety of all students, we ask that you report directly to the classroom where you are observing and return to the office when done.
- If there is downtime between classroom observations, please return to the office rather than wandering around campus.
- Visitors may not interact with other students unless they are volunteering and they have been directed to do so by staff members.
- If there is a substitute teacher, your observation will be rescheduled when your child’s regular teacher is present at school.

- Cell phones need to be turned off or on silent. Cell phones may not be used in the classroom setting.
- No pictures or recordings may be taken while on campus due to confidentiality and privacy.
- The teacher will designate a place for you to be seated. Visitors are expected to remain seated during the entire observation.
- Teachers may welcome observers to the classroom but will not interact with the observers before, during, or immediately after the observation period. A discussion of the observation may take place at a subsequent conference, as arranged between the parent and teacher.
- Those observing shall respect student confidentiality and shall not share any impressions of other students with anyone.
- We ask that you do not interact or help your child or any other students during your observation when class is in session unless the teacher has directed you to do so.
- Administrators retain the authority to exercise their discretion at any time to reschedule or terminate an observation in the event of a building emergency or disruption that impacts the physical or emotional well-being of the children, teacher, or the program being observed.

**Vineyard values your child's
education and strives to create a
positive partnership between
home and school!**



Vineyard Junior High

Student Expectations and Consequences A-Z



Vineyard is proud to be a **Positive Behavior Interventions and Support** school (PBIS). Schoolwide and classroom behavior expectation matrices are reviewed, posted throughout the campus, and are supported by all staff members. Students attend behavior and safety assemblies throughout the year. To reinforce positive behavior, students receive PBIS tickets and are entered into end of trimester drawings for rewards. In addition, four students are recognized weekly as “PBIS Students of the Week” for following the three school-wide behaviors.

PBIS SCHOOL-WIDE BEHAVIORAL EXPECTATIONS:

- Be Respectful
- Be Responsible
- Be Relational

PBIS STATEMENT OF BEHAVIORAL PURPOSE

Vineyard Junior High believes student success is realized when a positive school culture is created and sustained, empowering all students to achieve their academic, social, and emotional potential.

AFTER SCHOOL DETENTIONS

After school detentions are served from 2:15 pm to 3:15 pm in the ALC (Alternative Learning Center). It is the students' responsibility to make sure they serve the assigned detention on the appropriate day. If they fail to do so, the detention will be doubled.

BULLYING AND HARASSMENT

Alta Loma School District prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics of a person's disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within a District school.

Bullying is defined as any severe or pervasive physical or verbal act of conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils that experience a substantially detrimental effect on the pupil's physical or mental health, academic performance, or ability to participate in school activities.

Bullying is taken very seriously and will be addressed immediately. In an effort to be proactive, it is important for all students to report any suspected bullying to a school staff member immediately.

See *Anti-Bullying Contract* on next page.

VIKING ANTI-BULLYING CONTRACT

Vineyard Junior High School actively seeks to provide a safe, supportive learning environment that is free from all forms of harassment and intimidation. **It is the responsibility of every member of the school community to ensure that bullying behavior is actively rejected.**

What is bullying?

Bullying is a form of anti-social behavior that has no place at Vineyard Junior High School. Per the Ed Code 48900, **bullying is defined as severe or pervasive physical or verbal act or conduct committed by a pupil or group of pupils (typically includes threatening/intimidating behavior repeated over a period of extended time).** It can include physical actions (hitting, kicking, taking belongings), verbal actions (name-calling), or indirect actions (gossiping, spreading rumors, communication through writing or electronically, and exclusion from groups).

Bullying has five **common features**:

- » it is **deliberate**, hurtful behavior
- » it is **repeated often** over an **extended period of time**
- » it is difficult for those being bullied to defend themselves
- » it is difficult for those who bully to learn new social behaviors
- » the person who bullies has, and **exercises threatening/intimidating** power inappropriately over the victim

In order to ensure that all students understand the serious nature of bullying, and that each member of the school community actively rejects bullying, **all students must abide by the *Viking Anti-Bullying Contract*.**

Viking Anti-Bullying Contract

Everyone has the right to feel safe at school. I will do everything I can to help make sure that Vineyard Junior High is a safe place where we can focus on learning. **I commit to the following:**

- ✓ I will **be respectful** to everyone at my school, even if I don't want to be friends with them.
- ✓ I **will not** stand by and **watch someone be teased, threatened, or hurt.**
- ✓ **If I feel I am being bullied** or I see someone else being bullied, I will respectfully **ask the bully to stop.** I will **also tell an adult immediately at school** or fill out a **purple "Student Self-Referral Form".**
- ✓ I will not tell hurtful rumors, gossip, or stories about someone to another person.
- ✓ If someone hurts my feelings, **I will talk to them respectfully and tell them how I feel.** I won't try to get back at them. **If this doesn't work, I will talk to an adult at school to help me problem-solve.**
- ✓ I will not use violence, threats, gossip, or intimidation in my relationships with other people in person or through technology/social media.
- ✓ I will control my emotions **when I am upset**, and I will **ask for help from a trusted adult at school** if I have trouble doing this.

Please read and discuss this with your child at home. This contract will be reviewed in class by your child's teacher as well. **All students will be expected to adhere to this contract and to report any potential bullying immediately to an adult at school.** Any person suspected of bullying will be immediately and thoroughly investigated, counseled, and placed on a progressive discipline and consequence plan (including possible suspension and expulsion.) **Retaliatory behavior against any complainant is prohibited and is subject to discipline.**

Please read and discuss this with your child at home. This contract will be reviewed in class by your child's teacher as well.

CELL PHONES/ELECTRONIC DEVICES/SMART WATCHES/EAR BUDS

Students may have cell phones and smart watches on campus. However, all cell phones and smart watches **must be turned off and stored in backpacks prior to entering campus** and until students have exited the campus. All electronic communication devices are to be completely turned off and out of sight while inside a classroom during the instructional day unless directed by the teacher and/or administrator, as well as during outdoor classes, assemblies, meetings and other school-day activities. If cell phones are used as cameras, students will be disciplined for being in possession of/or using a camera on campus and the cell phone will be confiscated. (Cameras are prohibited on campus.)

Cell phones, smart watches, earbuds, or other electronic devices that are visible or are “on” during the school day will be confiscated, placed in a sealed envelope, labeled with the student’s name and placed in the main office until the parent takes possession. If a student has a matter that requires contacting a parent, they must do so under the supervision and with the permission of a staff member.

Students are reminded that iPods and other electronic devices such as iPads, Kindles, Nooks, and tablets, are very expensive, and sometimes their popularity promotes theft. Students who bring these items to school are at their own risk. However, if students bring iPods or other electronic devices to school, the same policy as above for cell phones applies. Only items that directly have an academic purpose should be brought to school.

Neither Vineyard Junior High School nor the Alta Loma School District is responsible for lost, stolen, or damaged cell phones, smart watches and/or other electronic devices. Unless there is a serious or unnecessary disruption on the school campus, social media issues that occur outside of the school day will not be addressed by the school.

If a student is using a cell phone, smart watch, earbuds, and/or electronic device (any of its functions) for any reason during the restricted time, the following consequences will be imposed:

FIRST OFFENSE (Documented in student discipline record)

Confiscation—staff member turns phone in to the office

Parent must pick up phone/smart watch/device in office

SECOND OFFENSE (Documented in student discipline record)

Confiscation—staff member turns phone in to the office

Student will serve a lunch detention

Parent must pick up phone/smart watch/device in office

THIRD OFFENSE (Documented in student discipline record)

Confiscation—staff member turns phone in to the office.

Student will serve 1 day of after school detention (1 hour)

Parent must pick up phone/smart watch/device in office

FOURTH OFFENSE (Violation will be recorded in student discipline record)

Confiscation—staff member turns phone in to the office

Student will serve 2 days of after school detention (1 hour each day)

Parent must pick up phone/smart watch/device in office

After fourth offense, students who violate cell phones/smart watch/electronic devices policy will have their phone/device confiscated and returned to parent only. Additionally, the student will lose his/her privilege of carrying these items on school campus.

DRESS/CLOTHING GUIDELINES

The following describes attire appropriate for the school setting. A student may not remain in the classroom dressed in a manner which:

- Creates a safety hazard for said student or for other students;
- Constitutes a serious or unnecessary distraction to the learning process;
- Tends to disrupt the campus order; or is in conflict with the School and District's policies regarding substance abuse (drugs or alcohol), gang activity, violence, weapons, sexual content, or any acts that are illegal or obscene.

Vineyard's dress code is designed to create an atmosphere that is conducive to sound education practices. Clothing that is modest on one student may not be on another. Therefore, while there are certain general guidelines students must follow, our focus is modesty and neatness. Concern for personal appearance is an indication of self-respect and courtesy towards others. Failure to comply with the dress code will be treated as defiance. If a student is NOT sure if something may or may not be worn, he/she should check with an administrator before wearing it to school. Parents have the primary responsibility to see that students are properly attired for school. School personnel have the responsibility for maintaining proper and appropriate conditions conducive to learning. The dress code applies to the school day (including coming to school and leaving school). The dress code applies to ALL school-sponsored events, including field trips, sports, dances, and on-site events. Students dressed inappropriately will be addressed as follows:

FIRST OFFENSE (Warning will be documented in student discipline record)

Student will be warned

Student will be issued "loaner" clothes, and inappropriate clothing will be confiscated and released to parents

SECOND OFFENSE (Dress code violation will be documented in student discipline record)

Student will be issued a dress code violation

Student will serve one lunch detention

Student will be issued "loaner" clothes, and inappropriate clothing will be confiscated and released to parents

THIRD OFFENSE AND SUBSEQUENT (Dress code violation will be documented in student discipline record)

Student will be issued a dress code violation

Student will serve one day after school detention (1 hour)

Student will be issued "loaner" clothes, and inappropriate clothing will be confiscated and released to parents

Specific Minimum Dress and Grooming Standards:

Clothing that is excessively revealing is not allowed. This includes overly tight clothing, such as leggings/yoga pants that stretch to the point of being see through, revealing torn jeans, bare midriffs, backless outfits, plunging necklines/backlines, tube/Bandeau tops, short hemlines/shorts (must cover the posterior), sleep wear (including slippers), see-through/sheer attire, beachwear and tank tops (2" minimum straps), and low cut tops. Undergarments may not be displayed. Shirts/skirts/shorts must cover posterior if wearing leggings. Pants must stay up to the waist (no sagging pants). Accessories and body piercings may not disrupt campus or interfere with safety. No pocket chains or slide sandals are allowed. The school reserves the right at any time to amend this list without prior warning to the student/family. This list is subject to change without notice, based on fashion trends. Students should follow all dress code rules of the Alta Loma School District (see handbook).

GUM/FOOD

Gum chewing is not permitted on campus. Careless disposal of gum in drinking fountains, on furniture, floors, and sidewalks creates sanitation and cleaning problems with costly repairs. Failure to comply with the gum policy will be treated as defiance, and students will face disciplinary action as follows:

FIRST OFFENSE Documented in student discipline record

- Student will be issued a warning

SECOND OFFENSE Documented in student discipline record

- Student will serve 1 lunch detention

THIRD OFFENSE Documented in student discipline record

- Student will serve 1 day after school detention (1 hour)

“HANDS OFF” RULE

Students are expected to keep their hands and feet to themselves at school (including on the way to or from school). Hugging, fighting and/or “play-fighting” of any kind are not allowed. Public displays of affection are inappropriate and not allowed. Threatening or harassment of any kind is inappropriate and will result in discipline. Students violating the “Hands Off” Rule will be disciplined accordingly. Hands-on behavior in the school setting is against the law and is suspendable. **Regardless of whom initiates the hands-on behavior and/or a fight, all students who engage in the hands-on behavior will receive disciplinary actions accordingly.**

LUNCH RULES

- Students are to go directly to lunch tables or lunch lines at the beginning of lunch (no cutting in line).
- Upon obtaining lunch, students are to remain seated in the lunch area, eat appropriately, and wait until tables are dismissed to the field.
- Students should refrain from throwing trash or drink and are expected to clean their area.
- All trash must be disposed of before tables are dismissed.
- Students are to walk to the field quietly so classes in session are not disturbed.
- Students are to show respect to the lunch staff and proctors at all times.

ON CAMPUS RULES

- Stay in authorized areas. Refrain from climbing or jumping on any structure, roof, or tree.
- Leave your skateboards and scooters at home. Do not bring dangerous objects of any kind. If an object has no academic purpose at school, leave it at home. Refrain from picking up any potentially harmful objects found on the way to school and from throwing objects.
- Do not mark or damage any school property. This includes textbooks.
- Put your litter and trash in the trash cans/recycle bins.
- Be prompt to class. You have three minutes between classes to go to the restrooms.
- Be prepared for class. Bring pencils, erasers, books and any other materials needed.
- Follow PBIS and schoolwide expectations (Be Respectful, Be Responsible, Be Relational). Each teacher will establish academic and behavioral rules and procedures for his/her classroom.
- Be courteous. Use appropriate language. “Putdowns”, name calling, bullying/cyber bullying, verbal and written threats will not be tolerated. Students who participate in them will be disciplined and are subject to suspension and/or expulsion.
- Be neat in your appearance. Appropriate clothing is expected at all times.
- You are expected to complete and turn in all assignments on time. If you are absent, be sure

to make arrangements to make up missed work.

- You need a hall pass from your teacher (or support staff) to be out of class.
- If you need assistance or help, be sure to see your teachers or any administrator (fill out a purple slip).
- Refrain from engaging in any hands-on or threatening behavior.
- Be sure to “See something and say something.” Report rules being broken or anything potentially unsafe at school that may be transpiring.
- Turn off cell phone prior to entering campus, store it in your backpack along with electronic devices/earbuds/smart watches until you exit school campus after school.
- Refrain from throwing objects.

OPERATION CLEAN SWEEP

Vineyard has joined a powerful partnership between the San Bernardino County Sheriff’s Department and County Schools in making our school a safer place for everyone to work and learn. **Operation Clean Sweep** focuses on the elements of various crimes involving students on campus and consequences that may follow under this program.

Searching of Students – Searches may be conducted for any *reasonable* suspicion. Areas that may be searched include but are not limited to cell phones, cameras (Ed. Code 489015. Board Regulation 5153.1), lockers, desks, cars, purses, backpacks, pockets, shoes and socks. General searches may be conducted in emergency situations. Schools are not restricted to the limitations governing law enforcement agencies. Searches may be conducted without initial notifications of a parent.

Students may receive tickets/citations for certain behaviors and be required to appear with a parent in court. The consequences of the citations are possible fines ranging from \$75-\$1,000. Community service hours are often added to the fine and students may also be required to enroll in an anger management or alcohol/drug diversion program. Crimes involving graffiti, alcohol, or marijuana also may result in a one year suspension of a driver’s license. These penalties are in addition to whatever disciplinary consequences are imposed upon the student by Vineyard administration. The school resource officer may be contacted.

Behaviors that can result in a citation are:

<u>Code</u>	<u>Violation</u>	<u>Maximum Fine*</u>
RCMC 9.30.020	Truancy (daytime Loitering)	\$170
PC 308 (b)	Possession or use of tobacco	\$75
PC 374.4	Littering	\$750
PC 415	Fighting or disturbing the peace	\$400
PC 485	Keeping lost property	\$170
PC 490.1(a)	Petty Theft	\$1,000
PC 594.1(e)(1)	Minor in possession of Aerosol paint can	\$1,000
PC 640.6(a)(1)	Affixing graffiti	\$1,000
PC 647 (f)	Under the influence of alcohol or marijuana	\$1,000
BP 25662	Minor possession of alcohol	\$250
HS 11357(e)	Possession of Marijuana	\$500

***Subject to change**

SUIT CUTS POLICY

Students are expected to bring their PE clothes for PE each day.

FIRST OFFENSE (Documented in student's discipline record)

- Wear loaners
- Documented warning

SECOND OFFENSE (Documented in student's discipline record)

- Wear loaners
- Lunch detention

THIRD OFFENSE (Documented in student's discipline record)

- Wear loaners
- 1 hour after school detention

Each subsequent suit cut is 1 hour after school detention.

Each trimester the suit cut history will be cleared.

TARDY POLICY

Students are expected to be on time to all classes. School begins at 8:00 am and students are expected to be in their seats when the 8:00 am bell rings, therefore, the school doors will close at 7:59 am. All students arriving after that should enter through the office. **Tardies interrupt the classroom, interfere with learning and affect the student's education.** When a student is tardy, he/she will be given notice by his/her teacher or the office clerk. The tardy is recorded as excused or unexcused.

Excused Tardy If a student is late for school because of illness or a medical appointment, he/she must bring a note from a parent/legal guardian/doctor. A tardy will only be excused because of illness or a medical appointment, with a note from a parent/guardian/doctor's office so stating. Parents can only excuse tardies for personal reasons three times during the school year (by phone, email, or note).

Unexcused Tardy If a student is late for school or class for a reason other than illness or a medical appointment, it is recorded as an unexcused tardy.

Homeroom/Classroom Tardiness consequences per trimester:

FIRST TARDY: A documented warning

SECOND TARDY: Student must serve a 15-minute lunch detention

THIRD TARDY: Student must serve a 1 hour after school detention

1 hour after school detention will be assigned for each subsequent tardy

Excessive absences and tardies will result in a meeting of our School Attendance Review Team (S.A.R.T.), District Attendance Review Team (D.A.R.T.), and a possible referral to the Rancho Cucamonga School Attendance Review Board (S.A.R.B.).

UNACCEPTABLE BEHAVIOR AND CONSEQUENCES

Refer to the "Four Levels of Unacceptable Behavior and Consequences to Ensure a Positive Learning Environment" in the Alta Loma School District Handbook.

Positive Behavior Interventions and Supports (PBIS)

We are very excited to say that Vineyard Staff has been trained and is implementing Positive Behavior Interventions and Supports (PBIS)! PBIS is a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors in an effort to create a positive and safe school environment. Students are taught expected behaviors both inside and outside of the classroom setting. Our staff will continue to work collaboratively to provide our students with a safe and positive culture for learning!

Vineyard Junior High School-Wide Behavior Matrix

	Be Respectful	Be Responsible	Be Relational
All Settings	<ul style="list-style-type: none"> Be kind by listening and supporting others Respect others' property and space Use appropriate voice level and language for location and context Remove hats and beanies when indoors 	<ul style="list-style-type: none"> Follow school rules and safety guidelines See Something - Say Something Keep hands and feet to yourself Follow ALSD Technology Use Guidelines Cell phone must be turned off unless given adult permission 	<ul style="list-style-type: none"> Help and include others Support others and show empathy Interact positively with others and be a team player
Hallways	<ul style="list-style-type: none"> Use quiet voices Be helpful and kind to others 	<ul style="list-style-type: none"> Be on time Walk safely and directly to Destination Keep hands and feet to yourself 	<ul style="list-style-type: none"> Excuse yourself if you bump someone Help others in need
Lunch Area	<ul style="list-style-type: none"> Wait your turn Throw trash away and leave your area clean Finish food before leaving 	<ul style="list-style-type: none"> Eat your own food Stay seated at your table Wait to be dismissed 	<ul style="list-style-type: none"> Welcome anyone to join your group/table Respect personal space Use good manners
Blacktop & Fields	<ul style="list-style-type: none"> End play when bell rings Take care of equipment 	<ul style="list-style-type: none"> Use equipment appropriately and follow safety procedures Keep hands and feet to yourself 	<ul style="list-style-type: none"> Be welcoming to all students Interact positively with others and show sportsmanship
Bathrooms	<ul style="list-style-type: none"> Keep it clean Keep it graffiti-free Use only for appropriate reasons 	<ul style="list-style-type: none"> Use before and after class and during breaks Always wash hands Leave backpacks outside Cell phone must be turned off 	<ul style="list-style-type: none"> Honor and respect privacy Take turns Be kind to others
Library & Computer Lab	<ul style="list-style-type: none"> Use quiet voice Follow adult directions Leave area clean 	<ul style="list-style-type: none"> Be on task Follow ALSD Technology Use Guidelines Take care of equipment 	<ul style="list-style-type: none"> Be considerate of others Follow computer etiquette Use Google Suite appropriately
MPR/Assembly	<ul style="list-style-type: none"> Be engaged and interested Sit appropriately Listen to the speaker 	<ul style="list-style-type: none"> Enter and exit MPR quietly and safely Sit where instructed Follow adult directions 	<ul style="list-style-type: none"> Be positive with those around you Respect personal space Help and include others

Viking Tiered System of Supports

In an effort to address our students' individual academic, behavioral, and social-emotional learning needs, Vineyard has established a Viking Tiered System of Supports (VTSS). The implementation of Positive Behavior Interventions and Supports (PBIS) has transformed Vineyard's culture to a positive environment that focuses on proactive and preventative measures to address behaviors. We achieve positive behavior through explicitly teaching our three school-wide expected behaviors: Be Respectful, Be Responsible, and Be Relational (see above matrix). This school-wide identification system has helped us to determine and differentiate which level of support is needed for each student. Positive behavior is reinforced in many ways throughout the school by giving students PBIS tickets to enter into a weekly drawing, honoring PBIS Students of the Week, and recognizing Vikings of the Week. Daily reminders of expected behaviors are reinforced through bulletin announcements, classroom expectation matrices, and school-wide PBIS signs. Some of our students that require more intensive behavioral or social-emotional support benefit from one or more of our tiered options: daily check in/out, silent mentors, daily monitor sheet with home communication, a student study team meeting, counseling, and social skills groups. Students who are in need of additional academic or behavioral support, check in and out daily with an administrator to discuss goals and progress; this information is also communicated to parents. Staff members who participate in our silent mentor program reach out and make a positive personal connection to their assigned student a minimum of once a week. Depending on the level of need, specific students exhibiting social-emotional issues are referred for counseling in tiers one or two or for Education Related Mental Health Services in tier three. In an effort to create a positive culture, reduce behavior, and provide problem-solving strategies, our Vikings are invited to participate in the following throughout the year: The Safe School Ambassador Program, Friends of Rachel Club, and various Kindness Campaigns.

The following PBIS Tiers include some strategies and consequences for behavior:

Vineyard Junior High School - TIER 1 PBIS

Tier 1 PBIS strategies are implemented in the classroom to be proactive in dealing with behavior in an effort to create a positive school-wide environment both inside and outside the classroom. The Tier 1 behavior strategies include but are not limited to the following:

- Redirect inappropriate behavior
- Use physical proximity to decrease behaviors
- Review behavior expectation matrix
- Discuss inappropriate behavior and reteach alternative appropriate behavior
- Reteach social skills
- Classroom time-out
- ALC Detention
- Loss of classroom privileges
- Counseled by administration
- Contact parent
- Parent/Teacher conference
- Restorative Circles

Vineyard Junior High School - TIER 2 PBIS

In order to strengthen and support the educational mission of our school, and with the intent to minimize classroom and school-wide misconduct that hinders this educational mission, the following steps of “progressive discipline” may be initiated whenever any student receives a discipline referral related to Education Code 48900.

- STEP # 1: A.L.C. detention for remainder of the period
A.L.C. detention the following day for that period
Teacher call to parent
- STEP # 2: A.L.C. detention for remainder of the period
A.L.C. detention the following day for that period
1 hour after school detention for 1 day
Teacher call to parent
- STEP # 3: A.L.C. detention for remainder of the period
A.L.C. detention the following day for that period
1 hour after school detention for 2 days
Teacher call to parent
- STEP # 4: A.L.C. detention for remainder of the period
A.L.C. detention the following day for that period
Parent shadows student for 1 day
1 hour after school detention for 3 days
Teacher call to parent
- STEP # 5: A.L.C. detention for remainder of the period
A.L.C. detention the following day for that period
1 hour after school detention for 4 days
Administration/Teacher/Parent conference – Academic/Behavior Plan and Daily Monitor sheet initiated
Teacher call to parent
- STEP # 6: A.L.C. for remainder of the period
1 day in-school suspension next day
Teacher call to parent
- STEP # 7: 1 day out of school suspension
Teacher call to parent
- STEP # 8: 2 days out of school suspension
Modified Schedule
Referral to S.A.R.B initiated for alternative placement
Teacher call to parent
- STEP # 9: 3 days out of school suspension
S.A.R.B. referral submitted for alternative placement
Parent Conference
- STEP # 10: 3 days out of school suspension – recommendation for alternative placement

Academic Honesty

School-Wide Academic Honesty Policy

Cheating and plagiarizing are activities that will not be tolerated at Vineyard Junior High School. The following school-wide policy exists to deal with students who cheat or plagiarize at Vineyard Junior High School.

FIRST OFFENSE: Teacher will counsel student. Grade may be affected. Teacher will make contact with parent and initiate consequence. Teacher may send referral to office for documentation in student discipline record.

SECOND OFFENSE: Above steps will be taken. In addition, student will serve an ALC detention.

THIRD OFFENSE: Above two steps will be taken. In addition, student will serve an in-school suspension.

**At any time a student is involved in a cheating incident that is deemed more serious in nature, administration will have the option of applying more serious consequences beyond the above mentioned.

Understanding Academic Honesty

ACADEMIC HONESTY IS:	CHEATING IS:
Using the Internet and other library materials for insight and research. Rewording and rephrasing with proper documentation.	Copying word for word phrases or sentences from any source such as the Internet sources or study guides. Not documenting information taken from sources. (Plagiarism)
Working together and discussing an assignment with classmates to develop ideas; however, should be student's own work.	Copying word for word, rephrasing any portion, or taking pictures of a classmate's paper, notes, projects, lab notes, essays, worksheets or any other assigned material that can assist them in cheating. Turning in another student's assignment and claiming it is yours is considered plagiarism.
Studying for test with notes. Sharing ideas and notes on the material (not on test information) with classmates in preparation for the quiz or test.	Using any type of aide during a test or on an assignment that is not allowed by the teacher including, but not limited to: cheat sheets, text messaging/phone usage, formula or calculation, transcribed text on one's physical body, repetitive non-verbal cues, trading run tokens during PE, wandering eyes, or talking during a quiz or test.
Saying, "I do not know what is on the test," or "I am not sharing test information." Creating a testing environment that is fair to all students.	Sharing what is on a test or quiz at any time with students who have not taken the quiz or test.
Admitting you lost an assignment, accepting a lower grade.	Recreating the assignment using technology, i.e. computers, scanners, copies, etc.

Please read and discuss this with your child at home. This contract will be reviewed in class by your child's teacher as well.

Glossary of Disciplinary Actions

AFTER-SCHOOL DETENTION

Students may be detained in school for disciplinary or other reasons (including tardies) for a maximum of one hour after the close of the school day. Parents/guardians will be notified by phone or written notice. Transportation after detention is not provided and is the responsibility of the student and parents/guardians.

COUNSELING

A school official (staff member) will counsel with the student to identify the inappropriate behavior and discuss alternative behaviors and consequences.

EXPULSION

The student will be informed that he/she is subject to expulsion. The student's parent or legal guardian is notified by telephone and certified letter that the student is subject to expulsion. Notification to the parents or legal guardian will include clear instructions regarding the due process procedure. The principal/superintendent will recommend to the Board of Trustees that the student be expelled. The expulsion does not become effective until the due process procedure has been completed.

IN-SCHOOL SUSPENSION

A student may be assigned to an in-school suspension program at the discretion of the principal or designee. Students will work on class and/or behavioral assignments while being isolated from their peers.

LOSS OF PRIVILEGES/INELIGIBILITY

Students are prohibited from attending or participating in student activities for a definite period of time.

LUNCH DETENTION

Students may be detained during the lunch break by their teacher(s) or other school official for disciplinary or other reasons. Students must be allowed to eat their lunches during the time provided.

PARENT CONFERENCE

A formal conference is held between the student, parent and one or more school officials. Parent involvement will be solicited in an attempt to modify/improve student behavior.

POLICE CONTACTED

The police will be contacted for serious offenses such as drugs, alcohol, weapons, and serious misuse of electronic media. Police have the right to interview students without parents present. An administrator will call parents at the direction of police in these situations.

RESTITUTION

Restitution (either in-payment or in-kind) will be expected when school or personal property of another is damaged.

SUSPENSION

The student is informed that he/she is subject to a suspension (up to five days). The student's/parent(s) or legal guardian is notified by telephone or in person that the student is subject to a suspension. Notification to the parents or legal guardian must include clear instructions regarding the due process procedure. Recorded in student record.

SUSPENSION OF BUS PRIVILEGES

Following District policy, students may lose the privilege to ride the bus for a period of time.

Vineyard Junior High School

Alta Loma School District

Parent and Family Engagement Policy

School Engagement Policy

The purpose of the Parent and Family Engagement Policy is to inform Vineyard parents about the policies, procedures, and opportunities for engagement as valued stakeholders in the education and success of their students. It serves to identify the multiple ways to be involved in school functions and the importance of ongoing communication and collaboration between parents, teachers, and other staff members. The Parent and Family Engagement Policy is a living document that is a collaborative outcome between school and parent input regarding best practices and opportunities to ensure student success, and how student progress will be monitored and reported. This policy shall be an addendum component of the School Plan for Student Achievement (SPSA) that promotes a meaningful partnership between the school, the home, and the community.

Parents will be involved in the development of the Parent and Family Engagement Policy. Vineyard Junior High seeks parent representatives for the School Site Council and the English Language Advisory Council. All parents are encouraged to attend committee meetings, as well as school site engagement events. The Parent and Family Engagement Policy is a regular agenda item of the many parent group meetings throughout the year. A District-wide survey regarding the content, clarity, and accessibility of the plan is sent to all families through links sent directly to the home via email and is available on the District website. Survey results are discussed at regularly scheduled meetings. Discussed revisions become part of the updated plan.

Vineyard Junior High Funds Parent Learning and Engagement Opportunities

Vineyard Junior High allots funds for parent and family engagement to ensure parent learning opportunities in state standards, social and emotional well-being, technology, blended learning availability, best teaching strategies, and ways to support student learning at home. Vineyard Junior High and the District hold several parent and family engagement learning activities throughout the year. Engagement opportunities include the annual Parent University held in October, the Math Showcase events in September, and the STEM Showcase in February. Engagement opportunities include the following at Vineyard Junior High School:

- Parent Information Night/s
- Student recognition Assemblies
- Back to School Night
- Open House
- Parent Teacher Student Association Meetings
- Site Council
- ELAC Meetings

Communication is made frequently with the District parent advisory committees; District, English Language Advisory Committee-DELAC, the Title I District Engagement Committee-TIDE, and Students with Disabilities-SWD and Homeless parent representatives on School Site Councils. During these meetings, opportunities to communicate the ALSD LCAP and Federal Addendum is made on how state and federal funds are used to improve the academic quality of schools through the implementation of standards, effective instructional strategies, and use of assessment to monitor student progress.

Allotted Title I funds support the District Family Engagement Liaison. The District Family Engagement Liaison provides technical assistance to parents facilitated through the District Support Center. The liaison regularly attends the County Parent Engagement Network. As a member of the network, the liaison directly communicates available resources from agencies and other organizations directly to Title I parents.

Building Capacity for Parent Engagement

The Vineyard staff is committed to partnering with the school community to assist parents in understanding academic content, achievement standards, assessments, and how to monitor and improve the achievement of their children.

Material and training will be provided to help parents work with their children to improve their children's academic achievement, study skills, and learning in various academic subjects. The following are ways that Vineyard partners with parents to communicate the academic content, standards, assessment results, and student progress.

- Back to School Night
- Parent/Teacher Conferences
- STAR/CAASPP Testing Results
- Progress Reports and Report Cards
- Infinite Campus Parent Portal

Staff will work to make regular homework assignments that provide students with the opportunity to discuss content they are learning in class with their families. A directory of community resources and activities that link to student learning skills and talents are available on the ALSD website. Parents will be offered workshops to inform families of the high expectations and standards children are expected to meet at each grade level. Language blended learning software is available for both home/school use. Instructional Teacher's On Special Assignment (TOSA's) provide parent training on content software and parent portal access throughout the year.

Shared Responsibilities between School and Parents

Vineyard Junior High School will take parent input into consideration as teachers, instructional support staff, and other leaders further their education during professional development. Vineyard values the contributions of parents and families and will strive to reach out to, communicate with, and work with parents and families as equal partners. Vineyard will continue to implement and coordinate parent and family programs in an effort to build ties between parents and families and increase student academic achievement. Roles will be created for parents on decision-making and advisory committees to ensure that all students meet the expectations set forth in the CA Common Core State Standards. Vineyard provides the following opportunities for parents to provide input.

- School Site Council
- ELAC
- PTSA
- Parent/Teacher Conferences
- Back to School Night

The LCAP Stakeholder annual surveys identify District strengths and relative weaknesses, in addition, the surveys assist in identifying volunteer interests, talents and availability, while matching these resources to school programs. A volunteer recognition program may acknowledge volunteers through events, the use of certificates or other special recognition opportunities.

Parents will be informed of Vineyard's communication systems and how to remain up to date using these communication systems. Vineyard will coordinate and integrate parent and family involvement programs with other federal, state, and local programs (including public preschool programs). Parent and family resource centers will encourage and support parents and families in more fully participating in the education of their children.

Outreach

Through school-community partnerships, access will be available to facilitate families' community-based programs (e.g. health care and human services) to ensure that families have the resources to be involved in their children's education. School-business partnerships will be established to provide students with mentoring, internships, and experiential learning opportunities, as well as connect students and families to service learning projects. Community partners will be invited to share resources at annual open houses or parent-teacher conferences, and during critical transitions such as pre- school/Transitional Kindergarten to Kindergarten, sixth grade to junior high, and eighth grade to high school. See District website for available resources: <https://www.alsd.k12.ca.us>.

Adoption

The Parent and Family Engagement Policy has been jointly developed and agreed upon with family members of children participating in School Site Councils and ELAC.