**Diamond Canyon’s**

**Middle School Handbook**

Welcome to middle school at Diamond Canyon! It is our goal that all students have an enriching experience that prepares them to be academically and emotionally successful. Diamond Canyon’s Middle School Team wants to challenge students to set goals, strive for their best and reach for excellence.

**Agendas**

All students will be provided with an agenda to help in organization and time management. Students are expected to record weekly assignments, in addition to dates of major projects and tests. Agendas are a great way for parents to help manage assignments at home. In addition, agendas will be used as a pass (bathroom, nurse, etc) on campus. Students are required to carry their agendas with them when they leave the class. Therefore, it is imperative for all students to have their agendas with them at all times. If an agenda is damaged or lost, a replacement agenda can be purchased from the office for $5.00.

**Assignments**

Students will have a variety of assignments this year. It is extremely important that all assignments are completed to the best of their ability and are on time. One of the main reasons for the lack of student success is failure to complete assignments.

**Attendance and Tardiness**

It is extremely important for students to be in class to participate in the educational process. When they are absent not only do they miss instructional time, but they also may miss important classroom discussions, activities and guided practice.

When a student is absent from class, it is the student’s responsibility to check the lesson plans/agenda and get all missed work. Students shall be allowed the same number of days to complete make up work as they were absent, plus one. For example, if a student is absent on Monday and Tuesday and then returns to school on Wednesday, he/she has three days to complete the missing work. Therefore, all work from when he/she was gone should be completed and turned in by Monday.

**EXCEPTION: When a student is suspended from school it is the student’s/parent’s responsibility to obtain all assignments from each teacher.**

* **On campus reassignment**: Students will check in with each teacher before school and obtain the assignments for the day. Assignments should be completed and turned in by the next day to each teacher.
* **Off campus suspension:** Parents will need to request all assignments from the teachers via e-mail or phone. Please allow teachers a 24-hour notice prior to picking up the assignments in the office. All assignments must be completed during the suspension and handed in immediately upon returning to class.

***No additional days will be provided to complete the work.***

**Cheating**

There is a zero tolerance policy for academic cheating in any class. The first offense will result in an office referral with the consequence being loss of credit for that assignment and notification of parent/guardian, as stated in the Students Right’s and Responsibility Handbook.

**Citizenship Grade**

The following criteria will be used to determine the citizenship grade given quarterly on the report card:

An **EXCELLENT** student…

* Consistently participates in class
* Consistently demonstrates the pillars of character
* Has NO missing work
* Has exemplary attendance

(3 or fewer absences in a given quarter)

A **SATISFACTORY** student…

*has three of the four characteristics*

A student who **NEEDS IMPROVEMENT**…

*has two of the four characteristics*

An **UNSATISFACTORY** student…

*has one or none of the characteristics*

**Discipline**

No one has the right to interfere with the learning of others. Anything that interferes with this learning will result in the following disciplinary steps:

1.  Warning

2.  Parent Contact

3.  Detention/Office Referral

**\*\* Please note that the previous discipline steps may be skipped or repeated depending upon the severity of the infraction.**

**Dress Code**

Students need to wear attire that does not distract from the learning environment. Students should dress in a manner that is consistent with the Students Rights and Responsibilities. Students need to remember the following:

* Clothing must cover the entire buttocks. No short skirts or shorts.
* Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms. Halter tops, spaghetti straps, and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated for males or females.
* No slippers or pajamas are permitted unless it is a designated “Pajama Day.”
* No hats may be worn inside any campus buildings at any time unless it is a designated “Hat Day.”
* Defamatory writing, obscene/inappropriate language or symbols, or symbols of drugs, sex, or alcohol on clothing or jewelry are expressly prohibited.

Students who violate dress code policy will be sent to the nurse and will only be permitted back in class once they are in compliance with the dress code. After three dress code violations, a detention will be assigned.

**Electronic Devices**

The purpose of school is to learn and so it is important that we limit the amount of distractions in the day that diverts attention away from that purpose. The following is a list of things that we will be limiting access to:

* **Cell Phones** – We realize that most students now carry cell phones, but they are not to be visible while on campus, nor should they be a distraction (by ringing/beeping/vibrating). Per district policy, the first time a phone is out or is a distraction, it will be taken away and returned at the end of the day; for the second offense the phone will be taken away and a parent will need to come to school to pick it up; the third time will result in a suspension.
* **Electronic Devices (i.e. iPods, MP3, Kindles, etc.)** – The use of these items may be permitted in class only at the discretion of the teacher. Failure to comply with the classroom expectations will result in the same consequences mentioned above in the Cell Phone section. Please remember, these items are frequently lost, broken, or stolen out of backpacks while on campus. Security of these items is the student’s responsibility and Diamond Canyon will not be responsible for damage or loss.

**Food and Drink**

* **Water Only:** In the classroom, only water is permitted.We encourage students to drink water frequently, especially during the hot months. Drinking fountains are found in every classroom. All other drinks (Starbucks, soda, Gatorade, etc.) are not allowed in the classroom and need to be thrown away prior to entering the room.
* **Snacks:** With the time of our lunch being so early, it is common for students to need a snack later in the day. We recognize the need for this; however, snacking can also create a mess in the classroom. Therefore, snacks will be allowed during **sixth period only**. Please keep the size to anindividual-size portion, not the entire box of crackers or large bag of chips. This is also not the time for students to eat lunch. Lunches need to be eaten in the cafeteria during lunchtime; this is a “snack only” time. Lastly, due to various student allergies, snacks are not to be shared with other students.

**Grading Scale**

90-100% A

80-89% B

70-79% C

60-69% D

0-59% F

**PDSA**

PDSA isa cycle of Plan-Do-Study-Act. This is the system we use in the classroom to help us collect data and help students to set and achieve goals.

**Why do we do it?**

There are many strategies that students can use to help them be academically successful. However, many times students are unaware of strategies that are available or what strategies work for them. Every student’s learning is different and each student needs to find out how they can be the most successful.

When a PDSA cycle is completed in class, students will be collecting data on their success and then reflecting on what helped them be successful and what changes need to be made. Through self-reflection and data evidence, students will be able to develop into academically successful students.

**When do we do it?**

We will be collecting data for the yearlong learning goal throughout the year, specifically when the DVQA is administered. In addition there will be other assessments along the way we will use to gauge our success. Also, we will be doing a PDSA cycle with each unit and be collecting data and reflecting as we progress.

**PowerSchool**

Grades should be regularly monitored via PowerSchool, our Internet based grade book. Our expectation is that both parents and students **monitor grades weekly** on PowerSchool so that there are no surprises when report cards go home. Monitoring grades help build a strong connection between home and school that will lead to your child’s success. If you have not received a password to access your child’s grades, you can request your password from the office. In addition, you can set up your Power School account to send regular email updates every week or as frequently as you like.

**Progress Reports & Report Cards**

Teachers closely monitor the academic progress of all students throughout each quarter. Parents are also encouraged to regularly monitor their child’s progress on PowerSchool. If at mid-quarter any student has a D or F, the teacher will email the parent to discuss the student’s academic progress. At the end of each quarter, report cards are distributed to students to bring home to their parents. The report card will need to be signed and returned to the student’s homeroom teacher within two days. Failure to return a signed report will result in a detention. Report Cards will be sent home during the weeks of:

*October 14*

*January 6*

*March 10*

*Last day of school*

**Promotion/Retention**

It is our goal for all students to be successful and be promoted to the next grade level. *Failure to pass a core class for the year may result in not being promoted and/or participating in end-of-the-year promotion activities*.

**Schedule**

*MCAN04409_0000[1]*Period 1 8:45-9:45  
Period 2 9:47-10:47  
Lunch 10:50-11:20  
Period 4 11:22-12:22  
Period 5 12:24-1:24  
Period 6 1:26-2:26   
Period 7 2:28-3:30

**Student Behavior**

Our expectation for student behavior is based on the Six Pillars of Character:

* Trustworthiness
* Respect
* Responsibility
* Fairness
* Caring
* Citizenship

**Substitute Teachers**

Students are expected to treat substitute teachers with the utmost respect and courtesy. The expectation of all individuals is to be cooperative and respectful. A substitute teacher’s task is difficult. Substitute teachers should come away from the day with only the best impressions of Diamond Canyon’s middle school students. Any infractions may result in detentions and/or an office referral.

**Teacher Websites**

All the middle school teachers have class websites that are full of information to help you as a parent. On these websites you will find lesson plans, homework and special announcements. It is a great resource for checking on daily homework or to see what is being done in class. See the individual syllabi for specific teacher website addresses.

**Tutoring**

Throughout the year, it is common for students to need additional help understanding concepts. Therefore, tutoring opportunities are available for students. Students should come to tutoring with questions of concern and ready learn. To report to morning tutoring, students should meet their teacher at the back bus gate where they will be let on campus. Only if a student is late, should a student go through the front office. Check with individual teachers for specific days and times.

**Contact information**

At any time if you have questions, would like an academic update on your child, or have any concerns, please contact us at the following email addresses:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***7th Grade*** |  |  | ***8th Grade*** |  |  |
| ***Science*** |  | Chris. Lyijynen@dvusd.org | ***Science*** |  | Kathy.Hughes@dvusd.org |
| ***Math*** |  | Sheri.Perry@dvusd.org | ***Math*** |  | Amanda.Larner@dvusd.org |
| ***Language Arts*** |  | Lindsey.Shoults@dvusd.org | ***Language Arts*** |  | Deja.Herlein@dvusd.org |
| ***Social Studies*** |  | Anne.Bergovoy@dvusd.org | ***Social Studies*** |  | Mimi.Claeys@dvusd.org |
| ***Learning Lab*** |  | Daniel.Barkley@dvusd.org | ***Learning Lab*** |  | Daniel.Barkley@dvusd.org |
| ***P.E./Health*** |  | Cheyenna.Walters@dvusd.org | ***P.E./Health*** |  | Shawn.Boyce@dvusd.org |
|  |  |  | ***P.E./Health*** |  | Cheyenna.Walters@dvusd.org |

**Middle School Handbook and Syllabi Agreement**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please Print)

I have received Diamond Canyon’s Middle School Handbook and Course Syllabi for Language Arts, Math, Science, Social Studies, and Physical Education. I have discussed the information with my son/daughter and we both understand the expectations and procedures.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Communication**

The middle school team has found email to be an effective form of communication and **we use email as our primary form of communication with parents**. We request that not only you provide us with an email address, but also that you check it frequently. Please contact us with any concerns and questions.

Parent e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please print neatly and make clear distinctions between letters and numbers)*

***Please return to Mrs. Perry by Friday, August 16***