

**VACA PEÑA MIDDLE SCHOOL  
SAFE SCHOOL PLAN  
2013-2014**

**200 Keith Way  
Vacaville, CA 95687**

**Safe School Committee Members:**

**Janet Dietrich (Principal)  
John Jansen (Parent)  
Tina Clay (Parent)  
Johan Clay (Parent)  
Rebecca Pinto (Teacher)  
Jami Reed-Marfil (Instructional Assistant)**

**School Site Council Approval: March 7, 2013**

**Vacaville Unified School District  
751 School St.  
Vacaville, CA 95688**

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The School Accountability Report Card for Vaca Pena Middle School can be found on the Vacaville Unified School District website: <http://www.vacavilleusd.org>

## **SECTION 1: INTRODUCTION AND SCHOOL DATA**

### **ADMINISTRATIVE STAFF:**

Janet Dietrich	Principal
Joanne Baker	Assistant Principal
Mike Boles	Dean of Learning Support (20%)

### **MISSION STATEMENT – DISTRICT**

The Mission of the Vacaville Unified School District, as a collaborative partnership of families, community, and staff, is to graduate all students with knowledge and ability to make good choices, act responsibly, earn a living, and continue learning throughout life. This Mission is accomplished by providing a rigorous educational program based on effective teaching practices and a standards-based curriculum delivered by an innovative staff committed to assisting all students in realizing their goals and aspirations.

### **MISSION STATEMENT – SCHOOL**

The Mission of Vaca Peña Middle School, a collaborative community where everyone is valued, is to prepare and inspire all students to be active learners and productive citizens through a challenging, comprehensive curriculum that integrates social and character development in a safe, respectful and healthy environment.

### **OVERVIEW OF THE SCHOOL**

As one of two middle schools in Vacaville participating in the State Department of Education’s Middle School Partnership program, as well as being a California Distinguished School, Vaca Peña strives to meet the unique intellectual, social, emotional, and physical developmental needs of each student. Instructional strategies, materials, policies and procedures, school activities and clubs, coupled with program structure, provide a connecting and meaningful experience for students.

Home of the Panthers, Vaca Peña Middle School currently serves seventh and eighth graders and has an enrollment of approximately 911 students (442 7<sup>th</sup> graders and 469 eighth graders). A well-prepared staff of 43 teachers and a dedicated support staff of 40 all work together to meet the comprehensive needs of the students. The students’ complete safety needs and well- being are prime considerations in the development of this Safe School Plan.

During the 2010-11 school year, with over 40% of our student population of Free and Reduced lunch, Vaca Pena began planning to become a school wide Title One school. A school wide program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title I school; its primary goal is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on state academic achievement standards. The three main core elements of a our program include (*34 CFR 200.26*): 1) completion of a comprehensive needs assessment that identifies the school’s strengths and challenges in key areas that affect student achievement, a comprehensive school plan, 2) teacher inclusion in decisions regarding the use of academic assessments, intervention for students that experience

difficulty in a timely way, and 3) coordination between federal state and local services and programs. The school must evaluate annually the outcomes and the plan’s implementation to determine whether the academic achievement of all students, and particularly of low-achieving students, improved, whether the goals and objectives contained in the plan were achieved, and if the plan is still appropriate as written (*34 CFR 200.26*).

## STUDENT DEMOGRAPHICS

**Student Profile:** Our current student population of 887 students, as of March 7, 2013, breaks down as follows:

	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade	Total
Males	210	214	424
Females	228	235	463
Total	438	449	887

Updated 3/7/2013

**Ethnicity:** The ethnic composition of our student body, based on the 2012-13 CBEDS, is as follows:

Caucasian/White	45.8%
Hispanic/Latino	30.5%
African American	11.6%
Asian	2.5 %
Pacific Islander	1.6 %
American Indian/Alaskan	.8 %
Socioeconomically Disadvantaged	44.6%
English Learners	12.5%
Students with Disabilities	10.9%

**API Scores :** Vaca Peña Middle School is proud to have raised their school’s API from a score of 752 in 2009 to a score of 782 in 2012. This growth may be explained, in part, by the increased focus on providing students with additional intervention classes designed to meet their academic needs (See section “Academic Support Classes/Intervention” below.)

We have five significant subgroups at Vaca Peña Middle School. A four year trend follows:

<u>Subgroup</u> <u>2012</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Hispanic/Latino 740	679	700	728	736
African American 712	644	681	701	716
Socio-economically Disadvantaged 713	648	688	705	722
White 813	786	800	808	812
English Learners 630	N/S	603	642	666

## **SECTION 2: SCHOOL SAFETY PLAN**

Vaca Peña Middle School has developed this safety plan to address the needs of the school and the students within the school. The site council committee met in January and February 2013 and considered three essential facets of school safety: (1) to assure each student a safe physical environment, (2) to assure each student a safe, respectful, accepting, and emotionally nurturing environment, and (3) to develop each student’s resiliency skills.

**Safety of Grounds and Facility/Physical Environment:** Vacaville maintenance personnel work extremely hard to maintain the building and grounds. Periodic safety inspections are conducted by custodians, North Bay Insurance, and the Vacaville Fire Department. All classrooms are fitted with appropriate fire extinguishers and first aid kits, and science classrooms have safety blankets, eye wash stations, and chemical hazard supplies. School security and safety is monitored by two full-time administrators, one part-time learning support, a youth services officer, three noon supervisors, and the entire staff of Vaca Peña Middle School. There are eighteen security cameras on campus, which are both recorded and streamed to several staff computers, one of which is monitored by our library technician. This extra set of “eyes” has been helpful in being alerted to areas of concern or students out of class.

In 2008, the entire school campus underwent “modernization” which was a comprehensive action to update the entire facility. The school was painted, carpets were cleaned or replaced, door locks that lock from the inside were installed, technology was updated, new screens were installed, the telephone system was revamped, a state-of-the-

art camera security system was installed, and even landscape needs were addressed. Now staff is working hard to maintain the “newness” and demonstrate pride in our facility.

**Campus Climate/Nurturing Environment:**

Early adolescence is a special time when children’s social and emotional needs are of paramount importance to their growth and development. Our school counselors play a vital role in meeting these needs. This year, Vaca Peña has two full-time counselors who are vital in providing much needed assistance to students on an individual basis. Students wishing to meet with their counselor can come to the office before or after school or during lunch and sign up for a meeting time. Our counselors provide assistance in academic scheduling, provide individual counseling to students in need of their services, and work with students to manage social conflicts that may occur between several individual students or groups of peers. The counselors also provide Brief Intervention Therapy for students discovered to be experimenting with drugs or alcohol. In the fall, counselors present to all the seventh grade homerooms. During these presentations, they discuss the student’s adjustment to middle school, social development and plans for the future. Parents and students are also invited to meet individually with their counselor to discuss any concerns parents might have regarding middle school or the educational process. This program has contributed to the overall positive school climate and school safety. This year, counselors are also conducting counseling groups with targeted groups of students.

As part of the ongoing effort to eliminate bullying in school, counselors provide conflict management and individual counseling to students identified as being part of a bullying situation. Students who reports being bullied are counseled in order to reduce their contact with the person they identify as bullying them and to help them learn to reduce their exposure to bullying situations. Students identified as being the aggressors in a bullying situation are worked with individually to increase their social appropriateness. A no contact contract may be offered to both students and the aggressor may be offered a behavior contract as well to encourage them to eliminate the bullying situation. Students in these situations may be identified through self-reporting or a friend, parent, or teacher may report the situation to a counselor. A \$5000.00 Grant was awarded to Vaca Pena this year to begin a Safe School Ambassador Program for the 2013-14 school year. This will help to address the issues of bullying. In addition, all students were presented with a Camfel assembly in the fall paid for by Kaiser that addressed the issue of bullying.

Vaca Peña has a “Worry Box” that is conveniently located in the school’s attendance office and in the library. Students may write down any concern they may have about themselves or someone else, and can choose to sign their name or remain anonymous. This program has been beneficial to our positive school climate and safety by giving students the opportunity to discuss any issues regarding bullying, eating disorders, conflict with peers, harassment, etc. Any slips put in the box are read daily and promptly addressed.

Additional counseling support comes from two sources. The school psychologist is available five days per week for individual counseling. There are also six counseling interns provided by the Youth Services division of the Vacaville Police Department.

These interns are on campus every day and carry their own counseling caseload. They are supervised by a Master Social Worker who periodically visits the school and meets with them.

Vaca Peña began a new program in 2011-12 called WEB (Where Everyone Belongs). This course is designed to be an educational training program for peer mentors. Built on the belief that students can help students succeed, WEB trains eighth grade students to serve as positive role models, motivators, and mentors for incoming seventh grade students. WEB team members recruit and train peer mentors while developing leadership, communication, and presentation skills. WEB team members facilitate the transitioning of seventh grade students into middle school through orientation, team-building activities, and mentoring.

A Student Council comprised of elected officers and students interested in becoming student leaders meet daily in homeroom. They work with WEB in planning school wide activities as well as manage our student body funding.

YTOT (Youth Taking on Tobacco) conducts three Fall presentations to our seventh grade homerooms. Topics include good decision making, goal setting and conflict management.

**Student Support Services/Developing Resiliency Skills:** Vaca Peña strongly advocates the development of personal life skills for all of our students. Many school programs are focused on this area. Examples of programs include peer mediation, conflict resolution, bullying prevention, and parent education. Vaca Peña has a part-time administrator who oversees programs to address barriers to student learning. These barriers may fall under four headings: attendance, medical, behavior/social, and academic. Attendance is a vital part of student achievement. Parent notifications are sent bi-weekly if student attendance is unsatisfactory. Parent conferences and student monitoring is done on a weekly basis in an effort to improve attendance. Students with perfect attendance are recognized quarterly by being invited to a perfect attendance celebration. During our first attendance reporting cycle (P-1) we were awarded \$5,021.59 with a 6.19% increase and 95.88% attendance. These funds have been earmarked for our WEB program.

Vaca Peña has a student recognition program called” **“Panther Pride”**. At the end of the second semester of school, students who met three criteria were recognized: (1) they had at least 97% attendance, (2) they had a GPA of at least a 2.5, and (3) they had no office referrals. These students were given Panther Pride t-shirts that had a panther logo and the words “Vaca Peña Panther Pride” on the front. Throughout the year, special days are scheduled when students who wear their shirt, receive a double lunch period. Staff has been supportive of this program because it recognizes all of those students who are doing the right things and contributing positively to our school climate.

Additional support staff has continually served the needs of our students. The school psychologist (in addition to engaging in individual counseling) assesses students for possible learning disabilities, helps to determine qualification for special education

programs, attends Student Study Team meetings, and attends IEP meetings on a regular basis. Programs offered as part of the regular educational program to help meet the needs of underperforming students include parent conferences, Student Study Team meetings, 504 Plan meetings, and after-school homework club. All are offered free of charge.

School nurses are assigned to several schools and can be called when needed. We are fortunate to have a nurse stationed at our school to complete her reports. Thus, she is generally available for any emergencies we have on campus.

Programs to assist students include ZAP (Zeros Aren't Productive) and core subject intervention which is offered during homeroom and afterschool. Teachers can refer students to ZAP to make up missed assignments or refer students to intervention if extra instruction is needed in a specific subject.

Other important support staff includes the speech therapist, occupational therapist, low vision specialist, librarian, noon supervisors, and a full custodial staff. One part time bilingual aide provides extra help pushing into classes and helps during homeroom. Vaca Pena also a college intern who provides academic support to students and is the leader of College Club. These individuals also work with parents to provide vital home-school communication.

The Vacaville Police Department provides a Student Resource Officer (RSO), Matt Adame, to serve the needs of our students. Officer Adame is a familiar face on campus and his presence helps contribute to school safety. A class named Parent Project is offered through the police department for parents of children in all grade levels. Information is posted in school loop as well as given out at parent conferences.

Vaca Pena has also instituted a Student Assistance Program intended to target at risk students and provide supports for students who may be struggling with attendance, academics, health or social behaviors. The program consists of a team of staff members who meet once a month to discuss students in need of assistance, generate ideas and plans for student support, and review implementation of those plans.

**Academic Support Classes/Intervention:** Since VUSD was designated a "School Improvement" district four years ago, a number of intervention classes in both English and Mathematics are offered at Vaca Peña. English and math courses are designed to meet the specific needs of each student. In both of these subject areas, courses are offered to teach state standards at the level where students may be most successful.

**English** placement is made in one of several levels based on STAR test scores in writing and reading skills, 6<sup>th</sup> Grade *Language!*, reading levels, and teacher recommendation. English courses are designated as Benchmark (grade level), Strategic, or Intervention. Support English classes, utilize grade level materials, but allow extra time for students to acquire skills and get assistance with coursework. Students who are one or two grades below grade level are generally enrolled in this course. There is also a specialized



English Language Development course in which students received more targeted interventions to aid them in the challenge of becoming proficient in English.

**Math** placement is made on the basis of STAR test scores, district-wide assessments, textbook embedded assessments and teacher recommendation. Seventh graders may be enrolled in Math Concepts Support (a second period of math support that supplements their grade level curriculum math class) if they score below the *Basic* level on STAR tests and have low scores on the Pre-Algebra Readiness test administered in sixth grade. Students who score slightly below grade level and need some review of the material take Math Concepts 7. Students who score at or near grade level take Pre-Algebra 7, and advanced students are assigned to Pre-Algebra 7 XL, using the criteria above. Eighth graders are similarly placed in the math level that best meets their needs, as determined by STAR math scores, textbook tests, an Algebra Readiness test, and teacher recommendation. Math courses for eighth grade include Algebra Readiness Support (a second period of math support that supplements their grade level curriculum math class) for students who need intensive support in math, and Algebra Readiness for students who need review of the concepts necessary for algebra coursework. In addition, Algebra 1P and Algebra 1P XL are offered for those eighth graders who are proficient or above on STAR math tests and who score at or above average on the Algebra Readiness test. This model is currently being redesigned to transition towards Common Core.

All students in support math receive instruction using the *I Can learn* software. This was our first year implementing it to its full capacity and we have seen positive results both in benchmark data and student engagement. We are also using this program with our XL pre-Algebra classes.

### SECTION 3: ASSESSMENT OF CURRENT SCHOOL DATA

#### **Enrollment/Tuancy Rate:**

The chart below tracks the number of truancy letter sent out form Vaca Pena the last four years:

	2007-08	2008-09	2009-10	2010-11	2011-12
Truancy Letter#1	14 6	150	103	138	139
Truancy Letter#2	78	64	40	61	52
Truancy Letter#3	37	45	16	27	31

Total tardies are listed below in a three year trend and identified by 7<sup>th</sup> and 8<sup>th</sup> graders:

	7th grade	8th grade	Total
2007-08	15,813	9,619	6,194
2008-09	15,220	10,016	5,204
2009-10	16,057	8,911	7,146
2010-11	13,834	8,066	5,768
2011-12	13,500	7,834	5,666

**School Discipline:** Appropriate student conduct is a high priority at Vaca Peña. School-wide rules and expectations are clearly defined in the Student handbook and are taught at the beginning of each school year in first period classes. Each year parents are to review with their students the rules and expectations of the district and the school as covered in the student handbook and sign a form stating that they have done so. Additionally, administrators visit each physical education class each semester to review rules directly with the students.

The administration and staff at Vaca Peña Middle School follow clear school disciplinary guidelines with consistent enforcement. A student who violates the rules will be assigned a predetermined number of demerits for that offense. Any student who has accumulated more than 10 demerits in a specified period of time is prevented from attending school dances or other special events.

Depending on the infractions, consequences for misbehavior may include a referral, teacher detention, lunchtime or after school detention or in-house suspension called “Alternative Day Placement” (ADP) which removes the student from a particular classroom for no more than two class periods. Students may be assigned to ADP by teachers or administrators for classroom disruptions or as an alternative to suspension. In the past, teachers have been able to send disruptive students to other classrooms for a “time out”. In an effort to decrease class disruptions, teachers only send students to ADP when they are disruptive so that it can be tracked by administrators. Consequences are given to students who have repeated time outs.

**Comparative Discipline and Attendance Data  
First through Fourth Quarter 2010-11 and 2011-12**

**Suspensions:**

	7 <sup>th</sup>	8 <sup>th</sup>	Difference B/T 7 <sup>th</sup> & 8 <sup>th</sup>
2010-2011	57 students (300 days)	88 students (493 days)	+30 (+193 days)
2011-2012	31 students (100 days)	58 students (178 days)	+22 (+78 days)
Difference	-26 (-200 days)	-30 (-315 days)	+1 (-122 days)

**Attendance:**

Tardies	7 <sup>th</sup>	8 <sup>th</sup>	Difference B/T 7 <sup>th</sup> & 8 <sup>th</sup>
2010-2011	5,768 tardies	8,066 tardies	+2,298
2011-2012	5,666 tardies	7,834 tardies	+2,168
Difference	-102	-232	+2,066

**Class Suspensions**

	7 <sup>th</sup>	8 <sup>th</sup>	Difference B/T 7 <sup>th</sup> & 8 <sup>th</sup>
2010-2011	2,246	4,361	+2,115
2011-2012	1,651	3,270	+1,619
Difference	-595	-1,091	+1,024

**Suspensions and Expulsions:**

This table displays the rate of suspensions and expulsions (the total number of incidents divided by the total enrollment) at the school and district levels for the most recent three-year period.

Rate	School			District		
	2009-10	2010-11	2011-12	2009-10	2010-11	2011-12
Suspensions	32.3	35.37	30.9	14.23	15.01	11
Expulsions	0.89	1.97	0.2	0.15	0.36	.002

**Other Programs:** Vacaville police personnel, Vaca Peña administrators, other school personnel and district personnel meet monthly as part of a Gang Task Force committee that addresses gang, graffiti, and safety issues that the schools and the community have in common. This group meets monthly at the police department headquarters. Another program in its fourth year of operation is the Multi-Disciplinary Team which is comprised of representatives from the school district, the police department, and probation. This team also meets monthly to discuss students of mutual concern. Currently, an administrator from Will C Wood is attending the meetings and sharing information with Vaca Pena.

**Crime Data:** Police calls at Vaca Pena Middle School resulting in arrest/citation during the 2011-12 school year are summarized below.

**Vaca Pena Middle School  
Crime Statistics for 2011/2012 SY**

<b>Crime</b>	<b># of cases</b>	<b># of people arrested</b>	<b>VVPD Case #</b>
Misdemeanor Battery	7	12	2011-06557 2011-07119 2011-07685 2011-08199 2011-08203 2011-08346 2012-00294
Petty Theft	2	2	2012-02986 2012-03399
Felony Battery	1	1	2012-00576
Sell/Furnish Marijuana	1	1	2012-03599
Hazing	1	2	2011-07858
Possession of Marijuana	1	1	2011-07028
Vandalism	1	1	2012-00751
Minor in possession of Ammunition/Possession Ammunition on Campus	1	1	2012-00232
Robbery / Possession of Stolen Property	1	2	2011-05677
<b>Total</b>	<b>16</b>	<b>23</b>	<b>-</b>

**\*\*Note:**

**All cases reported here were confirmed to have occurred on campus, during school hours or a school event, AND resulted in an arrest.**

## SECTION 4: DISTRICT POLICIES AND PROCEDURES

**Child Abuse Reporting Procedures:** Every staff member is trained annually as a mandatory CPS reporter pursuant to California Penal Code Section 11164. Child abuse reporting procedures are also listed in the teacher binder/handbook and reflect district policy #4197 and AR 4197. The district also provides a form to fill out in instances when a child is released to police custody.

**Disaster Procedures, Routine and Emergency/Student and Staff Safety:** Vaca Peña Middle School has a comprehensive plan in place to meet each of the following situations: police emergencies, bomb threats, intruder on campus, earthquake, fire and contaminated atmosphere/toxic release of chemicals. Staff members are trained and receive handbooks outlining the procedures to follow in the event of various emergencies. These procedures are reviewed from time to time at staff meetings and are practiced through monthly school-wide drills. Most procedures result in one of three actions: get out, get in, or get away. Evacuation routes are posted in each classroom. For example, the purpose of a fire drill is to evacuate the buildings as quickly as possible. In lockdown/intruder drills, however, all staff and students must get inside, lock their rooms, and shut the blinds. Finally, if there were a chemical spill in a specific area, we would want to evacuate that area and get students away from the situation. The staff participated in two hour training by the Davis University police on what to do in a crisis in November 2011. Lock downs, school shootings and personal safety were covered in this training.

A series of school drills is scheduled each year. The following is our current schedule:

### **DISASTER DRILL ACTIVITY SCHEDULE: 2012-13**

<u>DATE</u>	<u>TIME</u>	<u>TYPE OF DRILL</u>	<u>DESCRIPTION</u>
Weds., Sept. 12	8:00am	Fire Drill	Leave Building
Thurs., Oct. 18	10:18am	Major Earthquake Drill	Duck, Cover, & Hold - Leave Building.
Wed., Nov. 4	12:20pm	Hostile Act Drill	Lock Down & Release
Mon., Dec. 10	1:50pm	Fire Drill	Leave Building
Fri., Jan. 18	9:05am	Bomb Threat	Leave Building
Wed., Feb. 6	8:20am	Fire Drill	Leave Building
Tues., Mar. 21	10:50am	Hostile Act Threat	Lock Down & Release
Mon., Apr. 15	10:00am	Earthquake Drill	Duck, Cover, & Hold - Leave Building
Tues., May 21	9:20am	Fire Drill	Leave Building

\*Dates in **bold** cannot be changed as they are assigned and coordinated throughout the District

**Suspension and Expulsion:** Any student who commits an act that will result in a possible suspension or expulsion is written up as a referral, which is delivered to the administration. District policies are followed. Every parent receives a copy of the District policies regarding offenses that may result in suspension/expulsion at the beginning of the school year, or upon their entrance later in the year. This information is also discussed with students by classroom teachers.

If a student is suspended from school, the parents are notified by telephone and mail. Students are provided due process, and discipline follows a progressive plan of consequences. If a student is recommended for expulsion, the student's rights will be addressed pursuant to Board policy and administrative regulations. Please see page 24 and 23 for detailed information of disciplinary policy.

**Notification Procedures:** In an effort to protect teachers and students, weekly bulletins are sent to teachers via email notifying them of the students attending Vaca Peña Middle School who have been suspended from school within the past three years for a violent act and/or are on probation (or have been within the previous year). Procedures on the Uniform Citizens Complaint form are posted in the office and explained in the parent handbook. Forms are available in the office from the Principal.

**Non-Discrimination/Harassment Policies:** Unlawful sexual harassment policies are posted and articulated with staff and students annually. Harassment policies are also reinforced through the Student Planner. Personnel receive a copy of district policy prohibiting unlawful harassment in the work place; this is also posted on site in the teacher's staff room. Students also receive consequences that may include suspension or expulsion for hate crimes or hazing. Students are taught to value diversity and differences in the school community.

**Dress Code:** Proper school dress is critical to the maintenance of a positive learning environment. As outlined in the Student Planner and District Policy (Ed Code 35183), students are prohibited from having any apparel, jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang. Administrators warn and cite students as necessary for violation of gang attire dress code rules. Dress code rules are reviewed with students each semester. Monthly attendance with the Vacaville Police Department regarding gang activity in Vacaville helps our administrators to stay current on gang clothing trends.

**Safe Ingress and Egress:** The safety of students going to and from school and school activities is a high priority at Vaca Peña. Rules and expectations are included in the student and parent handbook. Regular reminders about safety are addressed in almost every parent newsletter as well as addressed in the daily bulletin.

Students and staff get to campus in multiple ways. Some are dropped off, some walk onto campus, some ride city or school buses, and some ride bikes, skate boards, or scooters. Students who ride bikes must wear a bicycle helmet. Bicycle riders are urged to have their bikes

registered with the Police Department. Bicycle racks are provided in front of the school; students must bring their own locks.

With the cooperation of the City of Vacaville and the Vacaville Police Department, Vaca Peña has two crossing guards who assist students crossing busy streets. Regular patrols of police and strict enforcement of traffic violations, along with teachers and other staff supervising the perimeter of campus, help maintain a safe atmosphere. All non-staff adults visiting campus are required to sign in at the office and receive a visitor's badge to be clearly displayed while they are on campus.



## Vaca Pena 911 Emergency Plan

California Government code – Section 3100

“School employees are considered disaster service workers and are subject to disaster services activities assigned to them.”

### Personal Responsibilities for Staff Members:

1. Pre-plan with your immediate family and extended family your response and obligations in a disaster, included are:
  - A. Anticipated release time from duty
  - B. Primary and alternate gathering location for family
  - C. Supervision/assistance of dependent children and adults by back-up caregivers
  - D. Family disaster supplies/materials

During a disaster, all staff members are to report to their command Center for direction or to the pre-arranged disaster response location.

Staff will be dismissed by the Principal/Supervisor according to a pre-established order as the disaster response is stabilized.

### Advance Planning and Training

By preparing and anticipating for a disaster, we are better able to withstand the danger presented. The following protocols need to be updated annually:

- Room evacuation plan update
- Staff assignments for disaster response teams including: Student supervision, first aid, search/rescue team, facility/property control team, command team, morgue team.
- Emergency equipment/supply inventory and replacement
- Staff personal data update
- Student attendance/injury forms
- District staff and parent emergency response information



## First Aid Team

**Function:** Triage and provide first aid to victims.

Each year, First Aid and CPR training is offered to staff members. The nurse and other CPR trained staff members who are available to assist at triage, will report to the bike area.

**Duties:**

Secure first aid supplies

Triage victims

Provide first aid care

Notify command center of victims transportation needs

## Search and Rescue Teams

**Function:** Check entire facility within 15 minutes.

Team 1: Anne Carr\*, Pat Stockey\* (MP room, locker rooms, gym, music rooms)

Team 2: Lori Peterman\*, Dan Beltramo\* (H court classrooms, room 12,13)

Team 3: Marilyn Johnson\* (Room 14, 15, 18, locker core 2 classrooms through the faculty room)

Team 4: John Stanley\*, Leslie Fitz (Room 35, 41, 42, F and E Wing)

Starred team members will have a radio in their classroom or carry a radio at all times.

**Duties:**

1. Secure rescue/entry equipment and keys at command post
2. Mark rooms accordingly (clear/not clear) – radio command center for immediate attention and back-up assistance.

**Material/equipment needed:**

Search Rescue Backpack (flashlights, maps, masking tape/Sharpie, and tablet) – 1/each team

Site hand held radio – 1/each team

## Morgue Team

### Function:

Cover fatalities so they are not visible by unauthorized people. Maintain security of victims.

- Do not leave fatalities uncovered or in open areas.
- Do not risk injury of rescue people to recover body.
- Do not move fatality if in a secure location.

Team Members: Chris Strong, John Namisnik

### Materials/Supplies Needed:

Tarp/blanket/large plastic bags.

## Student Supervision

### Function:

Monitor students who are not injured, maintain calm, and oversee activity of students.

Team Members: Staff familiar with grade levels/classes.

All teachers and aides who are not on one of the previously mentioned special teams will remain with his/her students.

Cafeteria and Librarian will also assist as directed at the command post.

## Student Checkout Staff

### Function:

Facilitate a sign-out of students to authorized individuals as stated on the student emergency card.

Team Members: Leoni, Carla, Karin, Mindy, Nicole

Items Needed:

- Emergency Check out data
- Student checkout log sheets
- Paper/pencils to write names on. This will be carried to the checkout lines of students from dismissal area.

## Perimeter Control

Purpose: Direct parents/others to check-in/safe area. Discourage (and prevent, if possible) unauthorized and unaccounted departure of students.

Team members:

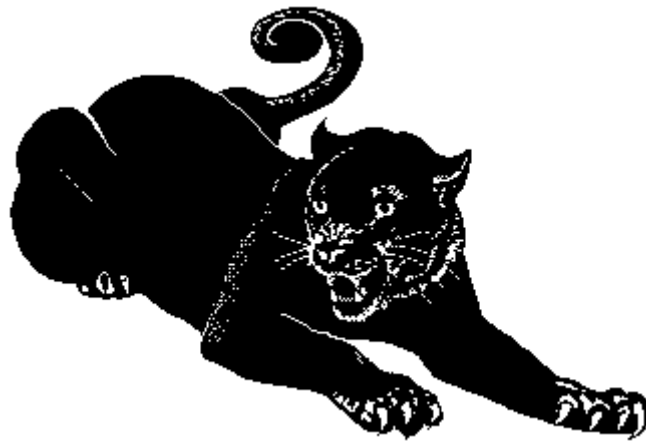
All yard supervisors on campus, food service workers, any district maintenance workers on campus, other personnel directed by command post.

Materials Needed:

Staff identification

Disaster vest

# **Vaca Peña Middle School Parent/Student Handbook 2012-2013**



## **Home of the Panthers**

**200 Keith Way  
Vacaville, CA 95687  
(707) 453-6270**

**Janet Dietrich, Principal  
Joanne Baker, Assistant Principal  
Mike Boles, Dean of Learning Support**

## WELCOME TO VACA PEÑA!

We are very pleased to welcome you to Vaca Peña Middle School, home of the Panthers! Vaca Peña students have the opportunity to become fully involved in our academic and extra curricular activities. They also have a responsibility to do their very best every day, both inside and outside of the classroom, as well as to promote panther pride and spirit.

This handbook is an important tool for you to help you succeed in middle school. Read the rules and information carefully and maintain this as a reference to use throughout the year.

Our staff will always be here to lend guidance, answer questions, and provide assistance. We wish you a successful and enjoyable school year!

## A FEW FACTS...

### Regular Day Schedule – Monday, Tuesday, Thursday, Friday:

PERIOD	TIME		MINUTES
1	7:50	8:43	53
2	8:48	9:41	53
3	9:46	10:39	53
4	10:44	11:37	53
"A" LUNCH	11:37	12:07	
Homeroom "A"	11:42	12:12	
"B" LUNCH	12:12	12:42	
Homeroom "B"	12:12	12:42	
6	12:47	1:40	53
7	1:45	2:40	55

### Regular Day – Wednesday:

PERIOD	TIME		MINUTES
1	7:50	8:32	42
2	8:37	9:19	42
3	9:24	10:06	42
4	10:11	10:53	42
"A" LUNCH	10:53	11:23	
Homeroom "A"	10:58	11:28	
Homeroom "B"	11:28	11:58	
"B" LUNCH	11:28	11:58	
6	12:03	12:45	42
7	12:50	1:32	42

### Minimum Day Schedule:

PERIOD	TIME		MINUTES
1	7:50	8:33	43
2	8:38	9:21	43
3	9:26	10:09	43
4	10:14	10:57	43
6	11:02	11:45	43
7	11:50	12:33	43

## EXPECTATIONS

### Requirements

In order to get the most from school, students need to be prepared to learn. The following is a list of suggested school supplies (each class may vary according to the instructor):

1. Pencils (sharpened)

2. Pens (blue or black ink)
3. Binder or folders
4. Lined paper

### \* Permanent markers are not allowed at school

We require that each student bring and maintain the **Vaca Peña Student Planner** for writing down assignments, test dates, etc.. It is also used as a primary communication tool between home and school. **If the planner is lost, the student is responsible for purchasing a replacement for \$1.00.**

### Completing School Work

We expect our students to do their best work at all times. An important goal of middle school is to help students assume more responsibility for their own learning and academic progress. Both class work and homework assignments are to be completed and submitted on time.

ZAP (Zeros Aren't Productive) is a new program. The goal of this program is to help students who are struggling with homework completion, to assist students who are falling behind and missing critical skills and practice. Though attendance is mandatory, it is not intended as a punishment, but rather as a supervised homework opportunity to reinforce positive study habits. Students who are referred to ZAP will be notified by their teacher. These students will take part in a lunch/homeroom placement to complete essential homework. Classroom grade credit is not guaranteed.

Home and school share the important task of fostering student awareness that learning is life-long, that education extends beyond the classroom, and that gaining knowledge and skills requires practice. It is expected that middle school students will spend approximately 30 minutes per subject, four nights per week, studying and completing homework assignments. Long-term projects may require additional time.

### Handling Classroom Assignments and Homework When Absent

It is the student's responsibility to get all make-up work from his/her teachers. Students absent from school for any valid excused reason shall be allowed to complete all assignments and tests missed (which can be reasonably provided) during the absences. Students shall be given credit for work satisfactorily completed.

Students who are absent with a valid excused reason shall have one school day for each day missed plus one additional school day in order to make up homework or tests. Remember, most teachers use School Loop which can be checked for assignments.

Students who are ill for extended periods of time (at least three days or more) may contact the office to request homework. Allow at least one full day for us to notify teachers and collect work.

### Short term Independent Study

If a student needs to be out 5 or more days, an Independent Study contract may be requested. The school requires a minimum of 3 days notice to collect the work from teachers. When the assignments are returned completed, these days of absence will not be counted against the student's attendance.

**SCHOOL LOOP** Students can sign up with School Loop. In addition to the grade and homework emails, they can get homework help, check archived assignments, store their work, turn work in, participate in discussions, and contact their teachers. Not all teachers use this program.

With School Loop, people feel connected and accountable. There are no ads, and your email address and information is kept private. Registration is free and takes a minute.

- Visit [www.VacaPena.schoolloop.com](http://www.VacaPena.schoolloop.com)
- Click "Register Now" and then click on "Parent Registration".
- Fill out the brief form, using your student ID number which can be found on your schedule.
- You will receive immediate access to your schedule and homework calendar. Access to grades requires school approval and may take a day or more.

**Please remember, while all teachers are encouraged to use school loop, this is a voluntary program that is not utilized by all teachers.**

## RULES AND REGULATIONS

### School-Wide Rules

*Every student* has a right and responsibility to learn.

*Every teacher* has a right and responsibility to teach.

**HANDS OFF!** Students must keep their hands and feet to themselves. This includes horseplay, grabbing of property, and physical displays of affection (hugging, hand-holding, kissing).

Use of electronic devices to intimidate or bully can result in suspension or expulsion. Ed Code 48900.

### Expectations for Classroom Behavior

Each teacher will discuss his/her own classroom standards. However, we expect all of our students to act responsibly while in class. Each student should put forth his/her best effort academically and demonstrate his/her best classroom behavior.

#### **Students will:**

1. Arrive on time, be in their seats, and have their materials ready when the bell rings.
2. Work during class, and complete all assigned class work and homework to the best of their ability.
3. Follow classroom and school wide rules.
4. Exhibit good citizenship at all times.

### Respect for School Property

**Please help keep the campus neat and clean by placing litter in the cans provided,** in the classroom, restrooms, and common areas.

### Restricted or Prohibited Items

To ensure a positive learning environment, certain items are prohibited.

1. Gum, sunflower seeds, and peanuts in the shells are not allowed.
2. Prohibited personal items include, but are not limited to the following: slam books, aerosol and pump containers, playing cards, trading cards, dice, confetti, and permanent markers.
3. The following items may not be used on campus: skateboards, CD/electronic music devices, radios, electronic games and devices, or cameras (this includes the camera feature on cell phone).
4. Cell phones must be turned off and put away during the day. Phones may be used before school and after school. If cell phone rules are broken, phones will be confiscated for after

school pick up. Parent pick up is required after the third offense.

5. Please send birthday/celebratory balloons, cakes, etc. to a student's home **NOT** the school. These can not be taken to the classroom and are difficult to house in the office.
6. Inappropriate items will be confiscated and returned to parents, guardians, or other proper authorities.
7. Dangerous objects (poppers, fireworks, matches, lighters, stink bombs, laser pens, weapons or replicas of weapons) are strictly forbidden and may result in suspension.
8. Vaca Peña is not financially responsible for the loss or theft of any items brought to school (including cell phones).

## SCHOOL DISCIPLINE

**Our Goal: A safe and orderly learning environment for all.**

School and classroom rules have been established in order to ensure a safe and orderly learning environment for all students. When rules are broken, the learning atmosphere at Vaca Pena suffers. The disruptive behavior of even one student can impede learning for the entire class.

Our students are taught positive behaviors, given choices, and provided opportunities to reflect on their actions to make the necessary changes. When students continue to violate the rights of others to learn in a safe environment, our rules will be enforced with intervention and consequences.

### Consequences for Misbehavior and Conduct

Parents and guardians will be contacted by phone, email, or asked to come to school for a conference, if necessary, to discuss their child's behavior.

#### **1. Disciplinary Action by Teacher**

**Detention:** The teacher may require a student to attend detention. For after school detention, the student is to be given a twenty-four hour notice. If a student has a prior appointment and can not attend detention a certain day, he/she must speak to the teacher prior to the time for detention or present a note from parents.

**Class Suspension:** A teacher may suspend a student from the class for the day of the infraction and the day following. As soon as possible the teacher shall request the parent or guardian to attend a parent-teacher conference. Parents will be informed when a student is sent out of class and may be requested to attend a parent-teacher conference.

#### **2. Disciplinary Action by Administration**

**Administrative Consequences:** Consequences for inappropriate behavior or attendance issues may include the following:

- a) **Administrative After School Detention** – Student remains after school for 55 min.
- b) **Administrative Lunchtime detention** - Student eats lunch and serves homeroom in a designated area.
- c) **Saturday School** – students are assigned a four hour time on Saturday.
- d) **Campus Beautification** – With parent permission, students may be assigned to complete campus beautification tasks with the custodian.
- e) **Alternate Day Program (In School Suspension)** – Students are separated from the regular program (1 to 7

- periods) and student body. Class work may be obtained from classroom teachers and should be completed in the ADP room under the supervision of the ADP teacher.
- f) Classroom teachers and should be completed in the ADP room under the supervision of the ADP teacher.
  - g) **School Suspension** – Students are removed from the school program for 1 – 5 days. During the duration of the suspension students are not allowed on any Vacaville Unified School District campus and may not attend or participate in any school sponsored activities.
  - h) **School Attendance Review Board** – The purpose of the School Attendance Review Board (SARB) is to provide intensive guidance and coordinated community services to meet the needs of students with school attendance and/or school behavioral problems. SARB is responsible directly to the Board of Education.

### 3. Disciplinary Procedures – Suspensions/Expulsions

#### Ed Code 48900. Students may be suspended and/or recommended for expulsion for any of the acts listed below:

- (a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.

- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco products
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel.

Please see your district parent guide for additional information.

#### 4. Disciplinary Procedures – Drug and Alcohol

OFFENSE	SUSPENSION	RECOMMEND ARREST	RECOMMEND EXPULSION
Under the influence of alcohol	<b>3-5 days</b> 1 <sup>st</sup> Offense: In addition to suspension, mandatory attendance of student in drug education program may be required and parent conference.	Police Report. Only if unable to exercise care for own safety or interferes with others.	1 <sup>st</sup> Offense: May recommend if disruptive or dangerous to others and/or failure to fulfill the drug education program contract by student. 2 <sup>nd</sup> Offense: Shall recommend.
Under the influence of marijuana	<b>3-5 days</b> 1 <sup>st</sup> Offense: In addition to suspension, mandatory attendance of student in drug education program may be required and parent conference	Police Report. Only if unable to exercise care for own safety or interferes with others.	1 <sup>st</sup> Offense: May recommend if disruptive or dangerous to others and/or failure to fulfill the drug education program contract by student. 2 <sup>nd</sup> Offense: Shall recommend.
Under the influence of a controlled drug, narcotic, or substance other than alcohol or marijuana	<b>3-5 days</b> 1 <sup>st</sup> Offense: In addition to suspension, mandatory attendance of student in drug education program may be required and parent conference.	Police Report. Only if unable to exercise care for own safety or interferes with others.	1 <sup>st</sup> Offense: May recommend if disruptive or dangerous to others and/or failure to fulfill the drug education program contract by student. 2 <sup>nd</sup> Offense. Shall recommend.
Possession of marijuana paraphernalia	<b>3-5 days</b> 1 <sup>st</sup> Offense: In addition to suspension, mandatory attendance of student in drug education program may be required.	<b>No, by law.</b>	1 <sup>st</sup> Offense: May recommend if failure to complete drug education program contract by student or parent/guardian. 2 <sup>nd</sup> Offense: Shall recommend expulsion.
Possession of other drug paraphernalia	<b>3-5 days</b> 1 <sup>st</sup> Offense: In addition to suspension, mandatory attendance of student in drug education program may be required.	<b>Yes.</b>	1 <sup>st</sup> Offense: May recommend if failure to complete drug education program contract by student or parent/guardian. 2 <sup>nd</sup> Offense: Shall recommend expulsion
Possession, consumption, or furnishing of marijuana and alcohol	<b>3-5 days</b> 1 <sup>st</sup> Offense: In addition to suspension, mandatory attendance of student in drug education program may be required.	<b>Yes.</b>	1 <sup>st</sup> Offense: may recommend for 1 joint or less. May recommend if failure to complete drug education program by student. Shall recommend for more than 1 joint
Possession of or furnishing of drugs, narcotics, or controlled substance other than marijuana or alcohol	<b>5 days</b>	<b>Yes.</b>	Shall recommend.
Selling or possession for sale of marijuana, alcohol, or any controlled drug, narcotic or substance	<b>5 days</b>	<b>Yes</b>	Shall recommend.



## 5. Unlawful Harassment of Students (Bullying)

Vaca Peña Middle School maintains a strict policy prohibiting harassment of students because of sex, race, color, national origin, ethnicity, religion, age, physical or mental disability, blindness, or severely impaired vision or any other basis protected by federal, state or local law, ordinance or regulation. All such harassment is unlawful. Irrespective of the law, Vaca Peña Middle School believes that all such harassment is offensive. Violation of this policy by a student may result in discipline, which may include suspension or expulsion, depending on the nature and seriousness of the violation.

Unlawful harassment because of sex, race, ancestry, physical, or mental disability, age or any other protected basis includes, but is not limited to:

- a) Verbal conduct such as derogatory comments, slurs, or unwanted sexual advances, invitations or comments, epithets;
- b) Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures;
- c) Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with academic performance or progress directed at a student because of sex or race or any other protected basis;
- d) Retaliation for having reported or threatened to report harassment.

Other types of conduct which are prohibited in the District and which may constitute unlawful harassment include:

- e) Unwelcome sexual flirtations or propositions.
- f) Verbal abuse of a sexual nature.
- g) Graphic verbal comments about an individual's body.
- h) Sexually degrading words used to describe an individual.
- i) Display of sexually suggestive objects or pictures in the educational environment.
- j) Sexual jokes, stories, drawings, pictures or gestures.
- k) Spreading sexual rumors.
- l) Touching an individual's body or clothes in a sexual way.
- m) Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- n) Any act of retaliation against an individual who reports a violation of the District's unlawful harassment policy or who participates in the investigation of an unlawful harassment complaint.

By legal definition, investigation of an incident focuses upon the impact on the victim and not necessarily on the intent of the harasser. The law prohibits any form of harassment that impairs the educational environment or the student's emotional well-being at school.

## 6. School Activity Ineligibility

Ineligibility for school activities are determined by the number of demerits a student has received.

1 Demerit: Each period of ADP (all day = 7 demerits)

Administrative Detention  
Dress Code/School Rule violations  
Campus Beatification Assignments

4 Demerits: Saturday School

10 Demerits: Each Suspension Day

In addition, students wishing to attend any school-sponsored activity must be in school for at least 4 periods for the day of the activity and must have remained in all classes (no ADP).

6. Vaca Peña's PTC sponsors an **Eighth Grade Activity Night in June**. It is considered a privilege to attend this event. Behaviors that result in certain consequences during the ineligibility period will prohibit a student from attendance. **The ineligibility period**

7. **is determined by administration.** In addition, all outstanding fines must be paid before a ticket can be purchased.

## ATTENDANCE

Regular attendance is a key factor in school success. Therefore, it is important that students attend school every day, unless it is absolutely necessary that they be absent.

1. **Excused** absences include personal illness, counseling appointments, quarantine, medical or dental appointment, death of immediate family member, court, religious retreat, (not to exceed four hours per semester), field trips or school related business. Over ten excused absences are considered excessive by our district. Excused absences over 10 days will require a medical verification or will be considered truant.
2. **Unexcused** absences include, but are not limited to, baby-sitting, family trips or vacations, transportation problems, personal or family business, oversleeping, no electricity, and missed buses.
3. **Truant** means that you are absent without a valid reason and/or you missed more than 30 minutes of a class without a valid reason.

### Clearing Absences

**Parents may call 453-6270 ext 102 or students can bring a note, signed and dated by a parent or guardian, explaining the reason and the date(s) of the absence(s).** Absences must be cleared, or the absence will be considered a truancy.

### Extended Absences

If for some reasons a student will be absent for an extended period of time (5 days or more) during the school year, it may be possible for your child to receive credit by signing and completing an independent study contract. Call the attendance clerk, 10 days prior to the absence, for details.

### Medical/Dental Appointments

If a medical or dental appointment for a child is scheduled during the school day, please have the student bring a note to the school office on the morning of the appointment, so arrangements can be made for the child to be dismissed from class at the appropriate time.

### Signing Your Child Out During the School Day

Parents who come to pick up their child during the day **must** come into the office to sign out their child.

### Persons Authorized to Pick Up Your Child from School

For your child's safety, the office staff will **not** release your child to anyone who is not listed on the child's emergency card. Please notify the office when contact information has changed.

### Truancy Procedure

When a student is absent from school without a valid excuse it is considered a truancy. **A tardy in excess of 30 minutes is also truancy.**

Truancies can lead to one or more of the following actions:

1. Parent contact
2. Truancy letter will be sent home
3. Disciplinary action
4. Classification of the student as a habitual truant
5. Referral to the School Attendance Review Board
6. Pursuant to Penal Code 270.1, A parent/guardians failure to reasonable supervise and encourage the student's school

attendance may result in the parent/guardian being found guilty of a misdemeanor.

### **Tardy Policy**

Students that are late to school **must** come to the attendance office to sign in and receive a pass to go to class.

Each student has five (5) minutes to pass from one class to the next. If a student is not in the classroom in their assigned seat when the bell rings, he or she is tardy. Consequences for accumulated tardies on a quarterly basis are as follows:

1. When a student has **one tardy** to a class, the teacher will provide a warning and if desired, a consequence.
2. A student's **second tardy** to class may warrant a teacher /parent contact and if desired, a consequence.
3. The **third tardy** may result in a teacher detention
4. The **fourth tardy** may result in a referral for administrative detention.

When a student reaches **ten or more overall tardiness** Saturday school will be assigned

### **Closed Campus**

***Vaca Peña Middle School is a closed campus. This means that once students have arrived at school, they may not leave campus until the end of the school day unless they have permission from the school office. Students may not be off the grounds without a valid pass.***

## **TRANSPORTATION**

### **Bicycles, Skateboards, Scooters**

Students who ride bicycles, skateboards or scooters to school are required to lock them securely to the bike racks provided in the bicycle parking area. Students may not share locks. By law, students must wear helmets.

Students are to stay away from the bicycle parking area except when parking or taking their own bicycle.

## **STUDENT LOCKERS**

Lockers are assigned to eligible eighth grade students during the first month of school. Lockers may be used only during the authorized, designated times during the school day. Lockers are to be used exclusively for storage of school supplies and outer wear. Decals, pictures, and any defacing of the lockers are strictly prohibited. Cost of repair for a damaged locker is borne by the student.

The school is not responsible for items missing from the locker. Lockers are school property and may be searched by school administration. It is required that students keep their combination confidential for security reasons. Lockers must not be shared. Locker privileges will be revoked if students have excessive tardies or if rules for locker use are broken.

## **HEALTH CONCERNS**

### **Illness at School**

If a child becomes ill, is injured, or shows symptoms of a serious medical condition, the school will take immediate action to insure the child's safety. Depending upon the severity of the situation, the school may:

1. Call the child's parent or guardian

2. Contact designated District nurse
3. If the parent or guardian cannot be reached, call the other numbers on the child's emergency card.
4. Call 9-1-1, if necessary.

### **Importance of Up-to-Date Phone Numbers In Case of Emergency**

Each student's emergency card is kept on file in the school office. It is important that this emergency card and **local** emergency phone numbers be kept up-to-date at all times because the phone numbers and addresses on the card will be used to contact a child's parent or guardian in case of an illness, accident, or emergency. In addition, please make sure that the card is up-to-date regarding people who are authorized to pick up your child if you are unavailable to do so. The school cannot legally release your child to anyone who is not listed on the emergency card. **Please notify the school office whenever your child's emergency card needs to be updated.**

### **Medication at School**

For the protection of all students, children are not allowed to carry medication – prescription or non-prescription – at school. All medication must be kept in the Nurse's Office. Medication that needs to be carried by a student must have special written permission from the doctor and parent.

There are special forms for the physician and/or parent to complete annually if medication is to be kept in the office and administered during school hours. This includes over-the-counter medication and inhalers, which must be in the original container and identified with the child's name. Please contact the Office for the forms.

### **Immunizations**

Students will not be enrolled at Vaca Peña without proof of proper immunizations.

## **NUTRITION**

### **Cafeteria**

At lunch time, students may eat lunch in the cafeteria, buy food from the snack bar, or bring their own lunches. Hot meals as well as snacks are served daily. Students who are eligible may receive a free lunch. Applications for the Free/Reduced Lunch Program are available in the school office. You can pay for lunches in advance with a check made out to Vaca Peña Middle School.

## **VISITORS**

Student visitors are not permitted on the school campus. For the safety of our students and staff, all visitors (parents and guardians included) to the school campus must sign in at the school office and wear an identifying name tag.

## **LOST AND FOUND**

Many items are left behind in classrooms, the cafeteria, P.E., etc. Vaca Peña Middle School cannot be responsible for any lost item. We recommend that you:

- 1) Mark all your books and belongings including clothing items with your full name in permanent ink.
- 2) If belongings are not recovered, immediately advise the office and fill out a theft/lost item report form.
- 3) Students must look for the lost item(s) on their own time, not class time. Found items are located in the locker rooms and in the school office.

On a periodic basis, lost items will be displayed. What is not claimed will be given to a charitable organization

## TEXTBOOKS

It is important that students take good care of textbooks, and other instructional materials that are issued to them. Students will be held responsible for materials which are damaged or lost. Students must return the books in the condition in which they were received.

## PHYSICAL EDUCATION

### P.E. Uniforms

All P.E. students must wear appropriate P.E. uniforms to class each day, and they may be purchased through the P.E. department.

- 1.) Tennis/athletic shoes with shoelaces and socks are required. No slip on shoes will be allowed.
- 2.) The student's last name and first initial must be written in permanent ink on the front of the tee-shirt and gym shorts.
- 3.) Sweat clothing is recommended for cold weather, but is not required. Students are not allowed to wear jackets while in P.E. class.
- 4.) PE clothes may not be worn outside of class.

### P.E. Excuses

In the event of an injury or illness, students may be excused from participating in physical activities. In order to be excused from P.E., students must bring one of the following:

**Parental Excuse** – A note from a parent can excuse a student from physical activity for 1-3 consecutive days. The note must be signed and dated by the student's parent or guardian.

**Doctor's Excuse** – If a student's illness or injury lasts longer than 3 days, a note from the child's doctor is required in order to excuse the student from physical activity.

### P.E. Lockers

P.E. lockers will be issued to students during the first week of class. To avoid loss of clothing, as well as personal items, please follow the rules listed below:

- 1) Purchase a combination lock.
- 2) Keep the lock combination confidential.
- 3) Do not bring valuables to school.
- 4) Use only your assigned locker.

## GRADES

### Grading Policy

Teachers will explain their grading policy and their policies regarding other grade-related issues (late work, extra credit worked, etc.) to their students.

### Report Cards and Progress Reports

Quarter 2 and Quarter 4 report cards will be mailed home. Quarter 1 and Quarter 3 progress reports and report cards are carried home by students.

### Parent/Guardian Conferences

Parents or guardians wishing to arrange a conference with a teacher should either email the teacher or telephone the school office to leave a message for the teacher.

Scheduled school-wide teacher conferences will be held October 5 (day and evening) and October 6 (day). Specific times will be sent home.

### Promotion/Retention Policy

Vacaville Unified School District board policy 5123 was written to comply with legislation regarding Pupil Promotion and Retention. Students are expected to demonstrate growth in learning or meeting grade-level standards according to district criteria. When a student is recommended for retention or is identified as being at risk for retention, there shall be opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies. A parent meeting will be requested after the first reporting period if a student is demonstrating unsatisfactory academic progress.

Each school will establish a Site Retention Committee to determine whether students at risk of being retained will, in fact, be retained at the end of the school year.

### Academic Eligibility Standards for Participation in Extra-Curricular Activities

All students must have a physical performed after June 1<sup>st</sup>, 2011, a permission form and a 2.0 grade point average to participate in school sports. Incoming 7<sup>th</sup> graders shall be scholastically eligible during the first quarter of the school year.

## SPECIAL SERVICES

### Counseling Services

Our school counselors are here to help students with academic and social concerns in order to support student success. We encourage students and parents to utilize the services offered by the counseling department.

Counselors provide: 1) Orientation and pre-registration of new students; 2) Academic advising; 3) Interpretation of state and placement tests; 4.) Appointments upon request for parents and/or students seeking guidance on academic or personal matters.

**You may reach your child's counselor by telephoning the school office.**

### Conflict Management

The Conflict Management program helps students resolve conflicts and misunderstandings with their peers. Students who feel that they need to resolve a conflict with another student should complete a Conflict Management Form in the counseling office. Counselors will facilitate the meeting and help resolve the situation.

### Psychologist

This person works with students who are referred to him/her for psychological support as well as assisting students with special educational needs.

### Library Media Center

The Vaca Peña Library is open for student use before and after school from 7:30 a.m. until 3:15 p.m. During the school day students must have a pass from a teacher to visit the library. Students may check out up to 3 books at a time. The regular checkout time period is 2 weeks.

Lists of overdue books are distributed to Homeroom teachers. Overdue notices are mailed home to parents when books are approximately one month overdue. Overdue fines are not charged, but bills will be sent home for lost or damaged books. **Students with overdue, lost or damaged books will not be allowed to check out other library materials. They will also be restricted from some school activities, and report cards will be held.**

### Where Everyone Belongs (WEB) Program

WEB (Where Everyone Belongs) course is designed to be an educational training program for peer mentors. Built on the belief that students can and want to help students succeed, WEB trains eighth grade students to serve as positive role models, motivators, and mentors for incoming seventh grade students. WEB Core Team Members will recruit and train peer mentors while developing leadership, communication, and presentation skills. WEB Core Team Members will facilitate the transitioning of seventh grade students into middle school through orientation, teambuilding activities, and mentoring.

## STUDENT RECORDS

### Cumulative Record

Each student has a cumulative school record which follows him or her from kindergarten through 12<sup>th</sup> grade. This file holds health records, report cards, and other information regarding the student. If a parent would like to examine his or her child's cumulative file, he or she may make an appointment through the counseling office.

## STUDENT ACTIVITIES

### Student Activity Program

In order for our students be connected to our school and have positive experiences with peer groups, we offer many activities and clubs for students to participate in. We strongly encourage students to become involved! Students are kept informed of club offerings and activities through the daily bulletin and announcements.

**Student Council** is an organization through which students express their opinions and assist in carrying out school activities. The Student Council consists of a board of elected officers, and recommended and appointed grade level representatives. It is the duty of the representatives to bring to the Council's attention items of business from their classmates. Participation on Student Council provides a great opportunity to develop leadership skills.

**Elected positions** are: President, Vice President and Treasurer. Student Council activities may include:

- 1) developing a budget for the Student Body;
- 2) organizing school dances and coordinating "special days";
- 3) sponsoring positive incentive award programs that recognize and promote achievement, attendance, and responsible behavior.

## STUDENT RECOGNITION PROGRAM

### Honor Roll

Academic recognition is given to students in the following categories:  
**4.0 Honor Roll, Principal's Honor Roll: 3.5 – 3.99, Honors: 3.0-3.49**

### High Honors Awards Night

Students who achieved High Honors, 3.5 GPA and above, are recognized at a special ceremony. Parents and guardians are encouraged to attend this special evening event held each spring. Grade point averages are calculated for the High Honors Assembly by averaging the first three quarter grades. (Homeroom is not calculated in the grade point average.

## PARENT INFORMATION & INVOLVEMENT

### Opportunities for Parent Involvement

There are several ways for parents to get involved at Vaca Peña. We welcome parent participation in the School Site Council and Parent Teacher Club (PTC). We also encourage parents to visit our school by attending back to school night, parent conferences and other school events. Parent volunteers are an invaluable component of the educational process at Vaca Peña. Please consider giving of your time in the office, in the Library or at special events.

### Back-To-School Night

On Thursday, August 30th, Vaca Peña will hold Back-to-School-Night for parents and guardians. Parents can travel through their child's schedule to learn about the curriculum, course content, and class expectations.

### Parent Teacher Club (PTC)

The goal of Vaca Peña's Parent Teacher Club is to ensure that our students receive the highest quality of education possible and provide meaningful activities to enrich their middle school experience. The association is organized and operated exclusively for education, social, and other non-profitable purposes and no part of its earning shall be of financial benefit to any member. These goals can be accomplished by working with our administrators, school, parents, teachers and the community in becoming actively involved with affairs concerning the welfare of our children. Membership is open to all parents, family members, students, teachers, and the community.

### School Site Council

The purpose of the School Site Council is to develop, recommend and review the Single Plan for Student Achievement and establish a budget for categorical funding. The Council shall be composed of the Principal and representatives of teachers elected by teachers, parents of students attending the school elected by parents.

### Standards

Well-communicated standards provide you with the information you need to have a better understanding of what your child is to learn in a specific grade level and in a specific subject. Your knowledge of the standards will help you frame your questions for parent-teacher conferences and counselor conferences; select reading and writing materials for the home; and shape your visits to the public libraries and other places of interest.

Complete California content standards for grades Kindergarten through 12 can be accessed at:

<http://www.cde.ca.gov/standards/>

## Vaca Pena School Rules and Behavioral Expectations for Common Areas

Common Area	Be Safe	Be Responsible	Be Respectful
Cafeteria/MP Room	<ul style="list-style-type: none"> <li>• Walk at all times.</li> <li>• Eat only your own food.</li> <li>• Use chairs and tables</li> </ul>	<ul style="list-style-type: none"> <li>• Wait in line patiently.</li> <li>• Food and Drink must stay in eating areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Use good manners.</li> <li>• Clean up your area.</li> <li>• Remove hats.</li> </ul>
Gym	<ul style="list-style-type: none"> <li>• Sit properly in bleachers/chairs.</li> <li>• Use equipment properly.</li> <li>• No food, drink, gum.</li> </ul>	<ul style="list-style-type: none"> <li>• Show good sportsmanship.</li> <li>• Return equipment to designated area.</li> <li>• Use chairs and tables</li> </ul>	<ul style="list-style-type: none"> <li>• Be a team player, encourage others.</li> <li>• Remove hats.</li> </ul>
Assemblies/Special Events	<ul style="list-style-type: none"> <li>• Sit quietly during presentation.</li> <li>• Wait for dismissal instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on presentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen responsibly.</li> <li>• Applaud appropriately.</li> </ul>
Media Center	<ul style="list-style-type: none"> <li>• Use chairs and tables appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Return materials to proper places on time.</li> <li>• Use internet appropriately.</li> <li>• No food, drink or gum.</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words and actions.</li> <li>• Respect property – yours and others.</li> <li>• Use quiet voices.</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>• Walk at all times.</li> <li>• No loitering.</li> </ul>	<ul style="list-style-type: none"> <li>• No food, drink or gum.</li> <li>• Use drinking fountains appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words and actions.</li> <li>• Respect property – yours and others.</li> </ul>
Office	<ul style="list-style-type: none"> <li>• Use chairs appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• State your purpose politely.</li> <li>• Obtain permission to use phone.</li> <li>• No food, drink or gum.</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words and actions.</li> <li>• Wait quietly for your appointment.</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>• Keep water in sink.</li> <li>• Wash hands.</li> <li>• Put used towels in the trashcan.</li> </ul>	<ul style="list-style-type: none"> <li>• Flush toilets,</li> <li>• Inform adults of vandalism.</li> </ul>	<ul style="list-style-type: none"> <li>• Give people privacy.</li> <li>• Respect property – yours and others’.</li> </ul>
Bicycles/Walkers/Scooters Skateboards	<ul style="list-style-type: none"> <li>• Walk bikes, scooters, boards on campus.</li> <li>• Secure all modes of transportation with your own lock.</li> <li>• No loitering in the bike area.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not touch other’s property.</li> <li>• Pick up litter.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect property – your and others’.</li> <li>• Follow crossing guards’ directions.</li> </ul>
8 <sup>th</sup> Grade Lockers	<ul style="list-style-type: none"> <li>• No loitering in locker areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not share lockers.</li> <li>• Pick up litter.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect property – your and others’.</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>• Ask permission to leave assigned areas.</li> <li>• Follow directions and safety procedures.</li> <li>• Keep walkways clear.</li> </ul>	<ul style="list-style-type: none"> <li>• Treat others’ property with respect.</li> <li>• Follow directions and classroom assignments.</li> <li>• Actively listen to designated speaker.</li> <li>• Use appropriate voice and words.</li> </ul>	<ul style="list-style-type: none"> <li>• Be prepared and on time.</li> <li>• Stay on task.</li> <li>• Resolve attendance issues before class.</li> <li>• Sign in/out for restroom with permission.</li> <li>• Clean up after self.</li> <li>• Remove hats/gloves.</li> </ul>

**In each area of the school and at each school event, students are to keep their hands and feet to themselves.**

## **Dress for Success**

### **Vaca Peña Dress Code and Appearance Plan**

The goal of the adopted Vaca Peña “Dress Code and Appearance Plan” is to promote a positive, safe school atmosphere that is conducive to student learning and success. Parent/guardian support is vital to maintaining appropriate dress standards. The following is the adopted dress code and appearance plan.

#### **Shirts/Blouses**

All shirts must have straps and the entire shoulder must be covered. Shirts must also completely cover the back, chest, and mid-drift area.

#### **Pants and Shorts**

Pants and shorts must fit appropriately and not be excessively over or under sized. Pants and shorts must be fitted at the waist and crotch and must be appropriate in size for the student’s height and weight. Sagging, the wearing of pants low off the hip that exposes undergarments, and/or dragging on the ground is not allowed.

Leggings and Spandex pants are allowed with shorts and skirts of the required length. **Short shorts are not allowed.** As a guide, shorts should be fingertip length.

Rips, holes, and tears should be below the same fingertip length as shorts/skirts.

#### **Skirts, Jumpers, and Dresses**

Skirts, jumpers, and dresses must be at least as long as to reach fingertip length on normally extended arms.

#### **Belts**

Belts must be fitted at the waist and properly sized. Belts cannot hang more than 3 inches from the appropriate belt loop. Only one belt may be worn at a time.

#### **Shoes**

All shoes must have a back strap and be laced or tied properly. **No slippers or flip-flops are allowed.**

#### **Accessories**

Students are not allowed to wear/display accessories, symbols, paraphernalia, lettering, slogans, or other adornment which advertises, or encourages the use and/or consumption of drugs, alcohol, or tobacco; or which promotes disruptive, dangerous, or illegal behavior, profanity, vulgarity, violence, or gangs. “Gang related” attire will be updated as necessary based on information received from the police and other agencies. Chains on wallets may be no longer than one foot and must be kept in the pant pocket. Only one is allowed. Spiked accessories are prohibited

#### **Hats**

Hats are **NOT** allowed in classrooms, the office, and the media center. Brims must be worn properly, straightforward and should shade the face for protection. Bandanas and hair nets are not to be worn on campus. Hats worn improperly or any headwear that does not conform to these standards will be confiscated. Hoods worn outside will only be allowed when it is raining.

#### **Other**

Pajamas, blankets, slippers, robes and other night-wear are **NOT** allowed at school.

#### **Consequences**

Students in violation of the Dress Code will be sent to the Administration where the student will have the following choices:

1. To borrow Vaca Peña clothing for the day.
2. To change into appropriate clothing if such clothes are available on campus.
3. To call home and have a change of clothing brought to them.
4. To remain in ADP for the remainder of the day.

**THE ADMINISTRATION RESERVES THE RIGHT TO DEEM OTHER ITEMS OF CLOTHING OR ACCESSORIES AS INAPPROPRIATE.**

## **SECTION 5: GOALS**

**Goal #1: Vaca Peña should continue to offer CPR/First Aid training to new staff and to any continuing staff who need the training or whose certification has lapsed.** We will continue to offer this training on an annual basis. Training was given October, 2012 from Chief Battalion Officer John Jansen. In addition, CPR/First Aid for students will be offered training as an after school class.

**Goal #2: Vaca Peña needs to continue to expand its student recognition programs for behavior, attendance and academics.**

**Goal #3: Vaca Peña needs to continue to fine-tune its physical plant.** Specifically, refine the intercom system in the band room. A safety assessment was done in February 2013. See following page.

**Goal #4: Pursue investigation of an assembly to address bullying or adolescent issues.** Recent Assemblies: 2010, Teen Truth 2011: Kaiser's Nightmare on Puberty Street 2012: Campfel Productions – The Pledge

**Goal #5: Develop, train and implement Safe School Ambassadors Program.** Begin training of 40 students this summer (2013).

**Goal #6: Vaca Peña needs to purchase supplies for classroom emergency kits.** These would include tarp, bandages, flash light, batteries, water, etc.

**Goal #7: Pursue training in Positive Behavior Intervention Support.**

**Goal #8: Continue to expand an intervention support system for our RTI program.**

**Goal #9: Provide training to staff about emergency plan, fire extinguisher use, gang awareness, and school wide safety.**