

R. H. DANA MIDDLE SCHOOL
MISSION STATEMENT:

The Dana Middle School community is committed to providing students with the tools and opportunities for success that create life-long learners and compassionate, productive citizens.

Please see <https://dana.wiseburn.org> for additional information and faculty/staff contact information.

DAILY SCHEDULES

Bell schedules are posted at dana.wiseburn.org ('About Us' → '[Bell Schedules](#)')

ATTENDANCE AND ABSENCES

Arrival

School begins at 8:30 a.m. Students should not arrive at school prior to 8:15 a.m. and can enter through any gates to the campus. ***There is no supervision prior to 8:15 a.m.***

The first bell will ring at 8:25 a.m. Students who arrive at their classrooms after the final bell at 8:30 a.m. will be marked tardy for that day. Students are expected to abide by the attendance procedure and requirements set by their homeroom teacher.

Early Student Pickup

Parents/caregivers must provide a written note to the front office before school begins. A note will be given to the student by the attendance clerk and it will be the student's responsibility to come to the office at the appropriate time. Students will not be called out of the classroom or from lunch to come to the office.

End of Day Student Dismissal

During regular school days, school dismisses at 2:45 p.m. and blacktop/parking lot supervision is provided until 3:00 p.m. During shortened school days, school dismisses at 1:45pm and blacktop/parking lot supervision is provided until 2:00 p.m. During minimum days, school dismisses at 11:45 a.m. and blacktop/parking lot supervision is provided until 12:00 p.m. **The school office closes at 3:50 p.m. and there is no telephone available after**

this time. If students are not participating in a school-sanctioned after-school activity, they must leave the Dana campus following dismissal. Transportation arrangements must be made before your child arrives at school.

Bicycles/Scooters/Skateboards

Any student choosing to ride his/her bicycle, scooter, or skateboard to school must complete an ***authorization form***. This form can be found [here](#) or picked up in the Dana main office. Once the form is turned in, students will get a Dana sticker to adhere to their bike/scooter/skateboard. Students riding to or from school are **encouraged to wear a helmet with the chin strap fastened**. Failure to have an authorization form on file and/or violations of the expectations contained in the authorization form may result in the item being confiscated by school administration and released only to a parent/caregiver. Students are required to bring and use locks each day. Students must walk with their skateboard, scooter, or bicycle upon entering campus, to include the sidewalks in front of campus and on 135th Street immediately in front of the school.

Pick-up and Drop-off Safety

Please note that parking in red zones, making illegal U-turns, or advising your child to jaywalk across 135th Street is a danger to all Dana students. **Remember that our behavior on the road can be either a positive or a negative lesson to students**. Please be courteous and careful when dropping off or picking up your child at school each day and refrain from using handheld wireless devices while driving. **Due to the high volume of traffic at the start and end of the school day, it is recommended that families plan time accordingly. Cars may not park in any red zone.**

Absences

All students between the ages of 6 and 18 must attend school daily. Parents/caregivers are responsible for sending their children to school (E.C. 48200). Parents/caregivers will receive an automated phone message from School Messenger for each absence.

A parent/caregiver note or phone call to the office at (310)725-4700 is required on the first

day of the absence. Students late to school must report to the office before reporting to class.

A student who is absent three full days without a valid excuse, or on three occasions is tardy or absent for more than 30 minutes, or any combination thereof, is a truant (E.C. Section 48260). Truancy can lead to severe consequences, including fines and criminal prosecution.

Students who are truant from school will be referred to the School Attendance Chairperson and a referral to the District Attendance Review Team (DART) and School Attendance Review Board (SARB) may occur.

Verified excused absences are:

- Illness
- Quarantine directed by county or city health officials
- Medical, dental or eye care services
- Attending funeral services for the immediate family
- Attending religious services

Excessive Absences

If a student reaches 3 unexcused absences in a school year, school notification will occur. A School Attendance Review Team (SART) meeting may occur when students are absent from school 10 days or more and when a clear pattern of truancy exists.

Tardies

It is the legal responsibility of the parent/caregiver and student to see that the student arrives at school on time.

If students are late for school, consequences may be assigned as indicated in the Dana Middle School discipline matrix.

Parents/Caregivers will be notified for each tardy by an automated message from School Messenger. After 10 tardies, parents/caregivers will begin receiving letters in the mail and/or phone calls regarding continued attendance issues.

If a student reaches 15 tardies to school, a referral to the School Attendance Review Team (SART) for further action will occur. A violation

of the School Attendance Review Team Contract will result in a referral to the District Attendance Review Team (DART). Further action may be taken by the School Attendance Review Board (SARB) if attendance does not improve.

Please note: The district may conduct home visits to verify student residency/attendance requirements.

Independent Study Program (COVID-19)

The State of California has determined that the 2021-22 WUSD Independent Study Program is for grades TK-12 students whose health may be put at risk during in-person instruction, as determined by their parent or guardian.

The WUSD Independent Study Program for 2021-2022 is primarily asynchronous; students are required to work independently, without a teacher throughout the day. Live interactions online and synchronous learning will occur during short time blocks daily or weekly, dependent on grade level. The WUSD Independent Study Program is an alternative program to traditional classroom instruction. Students will complete the required course of study from home and primarily online. Students will be assigned to a homeroom period for the purpose of attendance, announcements, and connectedness. Note that the independent study program is entirely separate from the in-person instruction program.

Students' independent study program requires a written learning agreement signed by the teacher, parent/guardian, and student, if appropriate. The written learning agreement will specify coursework, online schedule, meeting requirements, and clear expectations for successful participation in the program. While any student may enroll within the WUSD Independent Study Program, success in independent study requires motivation and a strong work commitment on the part of the student and parents/guardians. It also requires sufficient academic preparation to enable the student to work independently. If a student receives special education services, an IEP (Individualized Education Program) meeting must be held before the student can participate. Parents/caregivers should consider if they are available to support/teach all subject areas while maintaining the conditions for their student to

learn at home. Families interested in this program should contact the school principal.

Independent Study Program (Traditional)

This program was developed to help students on extended absence (minimum 5 days) continue their educational program. **Parent/caregivers must notify the school office five or more working days prior to the absence.** In order to receive full credit, the student is expected to complete all coursework assigned by the teachers during the period of absence. This will entail accessing coursework online through the school's learning management system. Specific coursework will be assigned by a student's teachers and must be completed and submitted upon the student's return. If internet access is not available during the extended absence, special arrangements will need to be made through the main office, prior to the student's departure. Notice that internet access will not be available must be made at least five days prior to the absence so that accommodations may be made. All assignments completed on paper during the period of independent study must be submitted to the Dana Office upon the student's return. Online assignments may be submitted directly to the instructor via the online learning management system.

Independent Study may also be authorized for students with special circumstances who have filled out the appropriate paperwork and who have been granted approval by Dana administration. **Independent Study may be denied if the student is not leaving for reasons recognized in the Education Code.**

MEDICAL/HEALTH INFORMATION

Accidents

If a student needs assistance getting to the health office, they should alert a staff member, teacher, or another student to ask for support.

School Health Office

The health clerk is on the school site five days a week. The health clerk is not able to treat wounds, breaks, cuts, or other injuries suffered outside the regular school day. It is against state law to administer or treat students except for

first-aid emergencies. The district school nurse also provides annual hearing and vision testing.

If a student has been ill they must stay at home until they have not had a fever, diarrhea, or vomiting for **24 hours. Before returning to school, a student must be fever free for 24 hours without medication.** A student with an unknown rash or reddened eye (a sign of "pink eye") will be sent home. This student must be symptom free and/or have a physician's note stating that they are non-contagious in order to return to school.

Medication Administration

California Education Code, Section 49423 allows designated school personnel to assist pupils required to take prescription medication or over-the-counter medication during the school day. Medications must be taken directly to the Health Office. A **Medical Authorization Form** giving permission to administer medication during the school day must be signed by the physician and be on file in the health office. Students may not carry medication on their person unless it is authorized by their physician (i.e. inhaler). **Medical Authorization Forms** are available in the school office or downloaded from the Dana website [here](#) and must be completed each school year. Any individual student medical needs should be brought to the attention of the health office staff.

Illness at School

Ill or injured students should report to a teacher or yard supervisor. The teacher or yard supervisor will issue the student a pass to report to the health office. After a determination is made regarding the illness, the student will remain at school or will be sent home after the parent/caregiver has been contacted. Students may not leave the Dana campus without permission.

School authorities may excuse any pupil in grades 7 and 8 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent/caregiver. (Reference: AB1541, Chapter 196, E.C. Section 46010.1)

Home Instruction for Extended Illness

Students in need of home instruction due to chronic and/or extended illness should contact the school principal and provide a physician referral to arrange for a home teaching program.

McKinney Vento Act

Families who lack a fixed, regular and adequate nighttime residence may be eligible for programs and services to assure that children receive equal access to free and appropriate public education and appropriate services in order to be successful in school. Please contact the school office for more information.

Foster Youth

Guardians of children living in foster care and group homes should meet with the school administrator to discuss unique educational needs.

STUDENT HEALTH/WELLNESS

Healthy Families

Families in need of information relating to health care programs available in the community should contact the health office.

Classroom Parties

In accordance with WSD Wellness Policies, students are not allowed to bring home baked items to school for school functions and/or school sponsored events. Healthful pre-packaged store bought items are encouraged for these events, but should be approved by both the Dana administration and classroom teacher. Food and drinks other than water are not allowed in carpeted areas or classrooms of Dana Middle School. Team/club/classroom celebrations that involve eating/drinking are to take place outdoors in the lunch table area.

School Lunch Program

For Academic Year 2021-22, all students attending public school in California will continue to be provided with free school lunch. Our cafeteria services provide freshly cooked, hot school lunches, including milk. Students do

not have lunch cards, but rather, their accounts are accessed with personal PIN numbers. Please note that students should not share their PIN with other students. PIN numbers will still be used when students choose to receive a free meal.

Families are still encouraged to apply for Free/Reduced Lunch Program. Forms are available in the school office or can be found on the district website [here](#).

Sack lunches may also be brought from home and should be labeled or left with a note stating the student's name and Homeroom/Pod. Parents/caregivers are only permitted to drop off food for their own child/children. A child who is to leave school daily for lunch must have a note on file in the school office from the parent/caregiver giving them permission to do so and what means of transportation will be provided.

The Wiseburn School District believes in healthy choices and encourages families to consider nutritional guidelines when packing their children's lunches. Please avoid sending soda, and unhealthy food including candy, which is not allowed on campus. **Food deliveries from outside vendors/restaurants/delivery services, balloons, or flowers for students will not be accepted by the Dana main office.** Such deliveries create a disruption to the school program.

Snack purchases, if available, are completed through a student's MySchoolBucks account. To add funds to their child's lunch account, families may make checks payable to the Wiseburn Unified School District. Parents/caregivers may also register at myschoolbucks.com and use a credit card to place money in their child's lunch account.

Please visit the District's food service website [here](#) for menus and additional information about our food service program.

Lunch recess is supervised by noon supervisors who are accorded the same respect received by all Dana staff members.

- ◆ Students are to take their seat, eat their lunch, keep their hands to themselves, leave other students' food alone, and refrain from horseplay.
- ◆ Eating may only take place in designed

eating areas

- ◆ Students are to put their own trash (papers, milk cartons, lunch sacks, etc.) in trash cans.
- ◆ Candy, gum, sunflower seeds, and glass containers are restricted items and may not be brought to school.

Nutrition Break

Students enjoy a 10-minute mid-morning recess each day. It is suggested that families pack nutritional snacks for their students each day. Vending machines are not available.

SCHOOL SAFETY

Policies/Provisions

Emergency Information:

Your child's safety and well-being continue to be a first priority at Dana Middle School. We have a well-defined Safe School Plan in place. In addition to this, we also have a thorough Emergency Response Plan. This plan is designed to minimize confusion that can accompany an emergency. Each member of our staff has been instructed on measures necessary to cope with a disaster. Dana Middle School has regular drills throughout the year to familiarize both staff and students with these procedures.

Fire and other emergency procedures are posted in every classroom. Instructions are discussed in homeroom classes during the first week of school, and monthly drills are held. During drills or in an actual emergency, students are to remain calm and listen to the staff for instructions. In the fall, letters are sent home requesting emergency information and supplies for each student. In the event of a campus or local emergency, students are required to remain at school until an authorized person signs them out.

Parent/caregiver support and cooperation are key aspects of the successful implementation of an emergency response procedure. Should an actual emergency occur, our plan instructs families to report directly to the 135th Street gate to request their children and/or other children in their care. Then, parents/caregivers will move to the release gate located on Isis near 135th Street (small pedestrian gate by the northernmost Wiseburn Little League field). **Children will be released only to those names appearing on the registration form.** It is essential families keep

the school informed of any changes to registration information that occurs, e.g. phone number, emergency contact, email address.

Student Records/Emergency Information

PLEASE NOTIFY THE SCHOOL
IMMEDIATELY OF ANY CHANGE IN

- ADDRESS
- HOME, CELL, AND/OR WORK
PHONE NUMBERS
- EMPLOYMENT
- EMERGENCY INFORMATION.

SHOULD AN EMERGENCY ARISE, WE
MUST BE ABLE TO REACH YOU. THIS IS
VITAL TO THE WELFARE OF YOUR CHILD.

PARENT/CAREGIVER INVOLVEMENT

Parent/Caregiver Visitations

Due to current LA County Department of Public Health guidelines for K-12 schools, parents/caregivers are considered non-essential personnel and are not permitted on campus. Once this guideline changes, visitors must telephone the school office at least 24 hours in advance to arrange a visitation time with their child's teacher. As a safety measure, we do require all visitors to register at the school office prior to visiting classrooms. District policy allows for a visitation stay of up to 30 minutes to reduce disruption to the learning environment. Please understand that the classroom teacher will not be able to confer with parents/caregivers during such visits.

Parents/caregivers are not allowed to go directly to the child's classroom at any time without prior approval. Parents/caregivers must sign in at the office and obtain a visitor's badge. Each school is required to keep unauthorized persons from entering school grounds. In the case of an emergency situation, parents/caregivers may not be allowed on campus until the full nature and scope of the emergency is determined.

In addition, schools are required to promptly remove from the school premises any individual who disrupts or threatens to disrupt normal school operations, threatens the health and safety of students or staff, or causes property damage. (E.C. Section 32210).

Volunteers

Parent/caregiver volunteers are a very important component of our home/school partnership at Dana Middle School. If you would like to become involved in the school's volunteer program on a regular basis, please obtain a district volunteer application from the school office. It outlines the requirements to allow regular participation in the school program.

Parent/Caregiver - Teacher - Student Association (PTSA)

Through their fund-raising efforts, the PTSA provides curriculum enrichment (field trips, assemblies), parent/caregiver education, classroom/teacher support materials and supplies, and student awards and incentives. We encourage all parents/caregivers, teachers, and staff members to join the PTSA during the fall membership drive or other times throughout the year and to support its fundraising activities. Volunteers are always needed to serve on the executive board and committees, and to chaperone school dances and field trips. Visit the PTSA page on the school website [here](#).

School Site Council

The School Site Council is an important governing body that reviews programs and makes decisions that impact the quality of education at Dana Middle School. One of the programs monitored by this group is the state-funded School Improvement Plan.

The council is made up of three student members, three parents/caregivers and/or community members, and six staff members (teachers, classified staff, and administrators). Members serve a term of two years. Community members who do not have children enrolled at Dana, but reside in the Dana attendance area, may also serve on the council. The council meets monthly during the school year after school on Tuesday.

Other available committees include the **English Learner Advisory Committee**, **District English Learner Advisory Committee**, and the **Local Control and Accountability Plan** district meetings.

Wiseburn Unified School District

The Wiseburn School Board has regularly scheduled board meetings monthly (meeting schedule can be found [here](#)). Meetings begin at 6 p.m. and are held in the Wiseburn Unified School District Office. Parents/caregivers, faculty, staff, and students are welcome to attend these meetings either virtually or in-person, when permitted by LA County Public Health guidelines. Board agenda and minutes are posted on [Board Docs](#). All public meetings are recorded on Zoom and uploaded to [Wiseburn's YouTube channel](#) for later viewing. Please call the Wiseburn School District Office by calling (310) 725-2101 to receive updated information on in-person meeting attendance and attendance requirements.

Wiseburn Unified School District Board Members

Dr. Neil Goldman– President
Mr. Nelson Martinez- Vice President/Clerk
Mrs. JoAnne Kaneda- Board Member
Mr. Roger Bañuelos- Board Member
Mr. Israel Mora - Board Member

ACADEMIC SUPPORT SERVICES

Communication with Staff Members

Should you wish to email a Dana faculty or staff member, the complete school email directory for the 2021-22 school year is available on the Dana website and can also be found [here](#). Should you wish to speak to a Dana faculty or staff member over the phone or leave a message for a specific recipient, please call our main office at (310) 725-4700 to speak with one of our front office receptionists.

Canvas

Parents/caregivers and students may access student grades and assignments by using the Canvas Learning Management System found at <https://wiseburn.instructure.com>. Parents/caregivers are able to link to their child's Canvas account as an 'Observer' to get up to date notifications on grades/upcoming assignments.

Student Planners

The Dana student planner is a valuable organizational and communication tool. Through the generous support of our PTSA, every 6th grade student will receive a planner free of charge during the first week of school. While optional, 7th and 8th graders will also have the ability to purchase a planner from the PTSA at the beginning of the school year. Students with a planner should have their planner and other school supplies with them at school every day. Working together, parents/caregivers and teachers can review assignments that are to be completed. Students with planners are encouraged to use their planner in coordination with Canvas to build organization skills and positive work habits.

Homework

Homework is an integral part of the Wiseburn Unified School District educational program. Homework strengthens skills and concepts learned in the classroom and helps develop good study habits. Homework also allows for students to review key concepts, enabling them to participate in dynamic classroom discussions and activities. The type, frequency, and length of assignments vary with the age of the student and their needs and abilities.

- ◆ Students are assigned homework on a regular basis. Failure to complete and turn in these assignments may lower a student's grade or work habits mark.
- ◆ Parents/caregivers should review their child's planner, check Canvas, and contact their child's teachers immediately if their child experiences difficulty with the assigned homework or if the student is not bringing assigned work home regularly.
- ◆ After an absence, students are expected to request and make up any missing assignments/work.
- ◆ Students usually have one day to make up missed work for each day that they are absent.
- ◆ Some homework assignments will be completed and submitted online, and others will be physical assignments submitted in person.

Grade Reports

Achievement, work habits, and citizenship grades are issued at the end of each grading period. Quarter grades are progress reports that become part of the student's final semester grade. The final grades for each semester are used to calculate a grade point average (GPA). The grades are based on student mastery of grade-level standards. Citizenship and work habits grades reflect student behavior, attitude, work completion, and class participation. Report cards, transfer papers, and other school documents are held when fees for lost and/or damaged library books, borrowed technology, textbooks, or property damage are not paid.

Fall Parent/Caregiver + Teacher Conferences

Conferences are an excellent time to discuss your child's progress. If your child's team of teachers requests a parent/caregiver conference, a conference request form will be sent home with your child's first quarter progress report and a fall conference period will be held in November. Unlike elementary school, fall conferences are not held with every student. **Parents/caregivers are encouraged to contact their child's teachers anytime during the school year should they have questions regarding the curriculum, homework assignments, or grades.**

Dana Middle School will also host Student Led Conferences (SLC's) in the spring. This is an opportunity for parents/caregivers and their child to sit down and review the student's Digital Portfolio for Student Growth (DPSG). The students will lead and direct the communication during this memorable experience.

Digital Portfolios for Student Growth (DPSG) and Student Led Conferences (SLC's)

Throughout the school year, students will keep a Digital Portfolio of Student Growth (DPSG) that showcases their learning and enables them to set goals. Each student then presents this portfolio to a parent/caregiver at their Student Led Conference (SLC) in the spring. These Student Led Conferences will be a valuable means for students to show an adult their growth throughout the school year.

Student Success Teams (SST)

Student Success Team meetings are scheduled for students who are not succeeding academically at Dana. The team consists of the student, his/her teachers, a school counselor/administrator, and the school psychologist. The team discusses student's strengths, pertinent history and information, present interventions, and a plan of action. The team also determines if further study is needed regarding student success. SST meetings are coordinated by the counselor at the recommendation of the classroom teacher or administrator.

Academic/Behavior/Attendance

Students who do not achieve academic, behavior and/or attendance standards may be placed on an academic/behavior/attendance contract. A conference, attended by the student, parent/caregiver, and staff members, is held to discuss interventions.

Special Education

The Wiseburn School District offers special education services to students who qualify for such services.

SCHOOL PROGRAMS

Curricular Overview

6th, 7th, and 8th grade students are assigned to a teacher for homeroom, where they report each morning for attendance and announcements. Students are placed in grade-level-specific core classes which include math, social studies, English Language Arts, and science. Students will also have a physical education course and an elective course throughout the entire year. Students all have a daily advisory-type class before or after their lunch, called 'Pod.'

Most 6th grade students participate in an elective wheel, designed to expose them to a variety of options (one per quarter) during their first year at Dana. 6th graders will also participate in P.E. with only 6th grade students. 7th and 8th grade students participate in mixed grade-level electives and physical education classes. Elective classes offered in 7th and 8th grade include art, drama, robotics/ engineering Spanish, and various musical offerings. Other electives may

be available based on need, availability, and student academic requirements (peer tutors, teacher assistants, and/or front office assistants).

For more information about course offerings, please visit Dana Course Catalog on our school website [here](#).

Comprehensive School Counseling Program

Dana has 2 full-time counselors who are available to assist students with personal, emotional, and/or academic issues. Dana Middle School provides on-site counseling services and makes referrals, as needed, to outside agencies.

Through the Comprehensive School Counseling Program, Dana's counselors coordinate various programs and activities, including: academic counseling, conflict mediation, character education, peer tutoring, high school preparation, career day, bullying prevention, and anti-harassment education.

Physical Education

All Dana students are expected to participate in the physical education program unless enrolled into an independent P.E. study program. Students must change back into their regular school clothes and shoes after their P.E. classes.

After-School Programs

Many after-school opportunities are available to Dana students. Some of these organizations include parent/caregiver pay programs such as the **Right At School** extended day program and the district instrumental music program. After school sports are offered throughout the year to qualifying students. A list of sports and fitness clubs, and the seasons they are held, can be found [here](#). **Students are not to remain on campus if they are not in a supervised after school program. This also includes the Wiseburn Public Library and other local businesses.**

Childcare/Before & After School Program

Dana offers a before and after-school program, **Right At School**. This program assists students with their homework on a daily basis and incorporates extracurricular enrichment activities. Please contact **the Right At School program** at: richardhenry@rightatschool.com

with questions. You can also find their website specific to the Dana program at <https://dana.wiseburn.org/parents/after-school-care-activities>. **After-school child care is required for all inter-district permit students who are not picked up directly after school.**

GENERAL INFORMATION

District Sexual Harassment Policy

The district governing board is committed to maintaining a learning environment that is free of harassment. It prohibits the unlawful sexual harassment of any student or staff member by any employee, student, or other person at school or at any school-related activity.

Students should immediately contact a staff member if they feel that they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal, designee, or district administrator who will immediately investigate the complaint. Appropriate action will be promptly taken to end the harassment.

The student may also file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures. The complete sexual harassment board policy and complaint forms are available in the Dana School office and in the Wiseburn School District Office. The district prohibits retaliatory behavior against any complainant or participant in the complaint process. All information related to the complaint will be confidential to the extent possible.

District Uniform Complaint Procedure

The Williams Uniform Complaint Process, Education Code Section 35186(f), is included in the Dana Middle School Welcome Packet and is also available in the Dana Main Office.

Hall Passes

All students must carry a hall pass when they are out of class during regular class time. Hall passes are issued by classroom teachers and office staff.

Lost and Found

A lost and found area is maintained outside the Multi-Purpose Room. Articles that are found on the school grounds should be brought to the main office. Students' names should be put on all possessions so they may be claimed. Items remaining in lost and found will be donated to local charities. **Large amounts of money and/or other valuables should not be brought to school. The school is not responsible for lost or stolen items, including (but not limited to) electronic devices and phones.** Please see restricted items listed in the Discipline Matrix that starts on Page 14 for additional information.

Restrooms

Except for emergency or medical reasons, students are to use the restrooms before school, during morning and lunch recess, and during passing periods. Students who excessively use instructional time for restroom breaks may be assigned a consequence. The restrooms at Dana are cleaned on a daily basis. **Students must do their part by keeping the restrooms clean and in working order.** See consequence matrix for details.

Student ID Cards

Student ID cards are issued to students in October. Students are required to carry their ID card at all times, and cards are required for library check-out and for borrowing a P.E. Uniform from their locker room.. Replacement ID cards may be purchased for a \$5 fee.

School Deliveries

Deliveries including lunch, projects, and homework that are delivered during school time will remain in the office until a student picks it up during recess or lunch. Absolutely no classroom or student deliveries will be made. **Parents/caregivers may only provide lunch for their individual child and the school will not accept items from delivery services (ie Grub Hub, Door Dash, etc.).**

Student Notebooks/Supplies

Student supply lists are compiled by each grade level team and provided to students during the start of the school year. Teachers may request

additional supplies if needed for specific projects. Students must bring their required supplies and materials to class each day. **Permanent markers (Sharpies) and liquid correction fluid are restricted items. Please see the consequence matrix for more information.**

Telephone Use/Electronic Policy

School phones are to be used for official school business or emergencies only.

The office will take messages for students only in the event of an emergency. In order to minimize classroom disruptions, such calls may not be placed through to the classroom. A school administrator may ask the nature of the message to screen non-emergency disruptions to the classroom and office staff. We appreciate your help in avoiding this interruption to the classroom learning process.

Students may bring cellphones to school, but **phones must remain in their backpacks during school hours (8:25 – dismissal bell)**. **Cell phones may not be turned on during the school day. Such use will be viewed as defiance of school rules.** Students may use cell phones before and after school. A student violating this use policy will have his/her phone confiscated and consequences will be issued in accordance with the discipline matrix. This may require a parent/caregiver to pick up the device. **Students bring electronic devices at their own risk and Dana staff will not investigate lost, stolen, or damaged electronic devices (i.e. phones). Students who wish to bring an electronic reader (Kindle, Nooks) are to ask their Pod teacher for any team policies or forms that may exist.**

Textbooks

Some courses use physical textbooks, while others use online curricular materials, or a combination of both. All courses are required to provide students a way to access information from home, either through a book or online platform. Courses using textbooks issue students numbered textbooks. The book number and condition is reported by the student and recorded by the teacher. Students are responsible for the books, materials, and property that they use, and

must pay for items damaged beyond normal wear. (California Education Code Section 48909: Parents/caregivers are financially responsible for any willful damage to school property caused by their child.) Report cards and diplomas will be held if library books, textbooks, or property damage fines are not paid.

Books **MUST** be covered at all times. Covers should be durable, non-adhesive, and must cover the edges and corners of books. Tape may be used to construct a cover but may not be attached directly to the book. All writing and drawing on book covers must be appropriate to a school setting.

Transfers

Parents/caregivers must notify the school office at least 3-5 days prior to their child's transfer from Dana. On their last day, the student will report to the office for a sign-out sheet to be signed by all of their teachers, the health office, and the library. This sheet assures that all school materials have been returned and that all fees have been paid. Student records will be mailed to the new school upon the new school's request.

Visitor Sign-in

All visitors must report to the school office to sign in and present a valid ID. Parents/caregivers wishing to visit should make an appointment with the office so that class disruptions can be avoided. Appointments may also be made with the teachers, support staff, and/or administrators. Students from other schools are not allowed to visit the Dana campus during regular school hours.

Student Behavior - School Staff and Substitute Teachers

Students are expected to offer respect and courtesy to all administrators, teachers, and staff. As stated in the Dana consequence matrix, students who, *"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"* will earn consequences that range from a letter of apology to a suspension. Consequences may double for misbehavior that occurs with a substitute teacher.

Civility

In accordance with school district policy, “members of the Wiseburn School District staff will treat parents/caregivers and other members of the public with respect and expect the same in return.” Communication between staff, parents/caregivers, and students should always remain courteous and respectful. Please refer to Board Policy 1313(a)(b) for more information.

COMMUNITY RESOURCES

Public Library

The Wiseburn Public Library is located next to Cabrillo Elementary School on 135th street. With a L.A. County library card, students may check out books and do research. The library staff requests that we remind parents/caregivers and students that the library is **not a child-care facility or a place to socialize with friends**. We are thankful to have a public library in our area, and ask that you do not abuse this privilege.

STUDENT INCENTIVE PROGRAMS

Student Recognition/Awards

- o Dana Middle School Honor Society
- o Principal’s Honor Roll
- o MERIT Prize drawings and awards
- o PRIDE awards
- o Various 8th Grade Departmental and Schoolwide Awards/Recognitions at the end of the year

Academic Honors

For academic honors, grade point average is calculated each semester as follows:

A = 4	B+ = 3.3	C+ = 2.3	D = 1
A- = 3.7	B = 3	C = 2	F = 0
	B- = 2.7	C- = 1.7	

The total number of points are then divided by the number of classes.

Honor Society

Students who earn a **grade point average of 3.75** or higher each semester are eligible for Honor Society. Membership eligibility changes each semester. Membership during the fall semester is based on the previous spring semester grades. Students must qualify with fall semester grades in order to be eligible for any activity or recognition in the spring. Sixth grade students will not be eligible to join until the spring semester when all students may join based on their first (fall) semester grades. Students who transfer from another school may be included on a case by case basis. Parents/caregivers should communicate with school personnel. Students earning one D or F, or a U on their semester report card and/or more than one suspension in any given year may be disqualified.

There are many rewards for becoming a member of this organization. These could include an invitation to a Honor Society Awards Assembly, a certificate, window cling, and/or special Honor Society activity. We encourage all students to study hard and earn good grades. **You can do it!**

Principal’s Honor Roll

Students who earn a **grade point average of 3.50** or higher (including all classes) on their semester report card will qualify for placement on the Principal’s Honor Roll for the following semester. The Principal’s Honor Roll changes each semester. Eligibility is based on the grades earned from the previous semester. Sixth grade students are not eligible until the spring (second) semester. Students earning one D or F, or a U on their semester report card and/or more than one suspension in any given year may be disqualified.

Honor Society Promotion Medallion

Students who achieve Honor Society for every semester of sixth through eighth grades are eligible to receive an Honor Society Promotion Medallion. These medallions are awarded at the 8th grade awards assembly, and students are encouraged to wear them over their gowns during the promotion ceremony.

President's Education Award

The President's Education Awards Program (PEAP) honors graduating students for their achievement and hard work. To earn this distinction, a graduating 8th grader must achieve a 3.8 or higher G.P.A. both semesters AND have earned scores of "Exceed Expectations" on both the Math and ELA CAASPP summative tests, based on the most recent test results available.

Behavior & Citizenship Honors

Dana Merits Reward Program

Students can earn "Merits" by exhibiting Dana's behavior expectations – P.R.I.D.E., which represents Preparedness, Respect, Integrity, Determination, and Empathy. Merits are issued to students by the teachers, administrators, and staff via our online studentmerit.com system. Staff or students log these Merits in the student's online account. Drawings for prizes are held over the PA during homeroom on select days, while monthly awards are presented to top earning Merit students and team winners. This program is sponsored by the Associated Student Body (ASB), the PTSA, Dana's Community of Respect & Empathy (CORE) Committee, and by staff members. Merit prize donations are always welcomed from our parents/caregivers and community partners.

P.R.I.D.E. Awards

Each month homeroom teachers nominate a student who exemplifies that month's trait (preparedness, respect, integrity, determination, or empathy). Each grade level team will then select their overall P.R.I.D.E. winner. Each month, nominated students and their parents/caregivers are invited to an awards assembly to receive the selected awards.

STUDENT BEHAVIOR PROGRAM

A Community of Respect & Empathy~CORE

Dana Middle School practices CORE, a Positive Behavior Intervention and Supports Program (PBIS) and elements of Restorative Justice (RJ) when addressing student behaviors. Ultimately, the focus of behavior management is on setting expectations for good behavior and making a conscious effort to recognize students for

exhibiting good behaviors. When inappropriate behaviors occur, administrators, teachers, counselors and staff members address the harm done and provide a safe and constructive opportunity to resolve any conflict. The overall goal of Dana's student behavior system is to be restorative as opposed to punitive. Many lessons can be learned from misbehaviors, and there are many opportunities for students to make positive choices during their middle school years. The school consequence matrix is in place to support families, students, and school staff in understanding the consequences, should a student act in a way that is contrary to school policies. The matrix can be found in this handbook. We ask that parents/caregivers take time to review both the incentive programs and the consequence matrix with their child.

Plagiarism/Academic Dishonesty

The advent of the computer age has brought the educational world many benefits, as well as many concerns. One of these concerns involves **plagiarism**. Plagiarism (as stated in the Dana consequence matrix) is the act of "copying someone else's work (i.e., Internet, printed or ebooks, electronic sources) and claiming it as your own." Other types of academic dishonesty include forgery and various forms of cheating. As Dana academic marks are based on students demonstrating their own skills on the state standards, it is imperative that all work completed and submitted by students be their own. All infractions for academic dishonesty will be taken seriously, and consequences will be given in accordance with the discipline matrix.

Playground Equipment

Dana Middle School provides a variety of sports equipment and playground balls for use during lunch. Students do not need to bring their own equipment. **If a student chooses to do so, the equipment may only be used in the appropriate designated area – Dana's Playground.** Students should not use any equipment on the main campus area or in the front of the school. Balls or other items will be confiscated by Dana staff if used in a manner that does not follow the school rules.

STUDENT ACTIVITIES

Activities Calendar

Dana students participate in a variety of leadership, academic and enrichment activities. The Dana calendar, including holidays, meetings, and activities can be found in weekly email updates to parents/caregivers and on the Dana website. To ensure that all parents/caregivers receive weekly emails, make every effort to keep the office informed when email accounts change.

Associated Student Body (ASB) / Student Council

In September, each of Dana's 30 pods across all three grade levels elects one of their peers to be a class representative to attend the monthly (ASB) meeting. An alternative class representative will also be identified for each Pod. The ASB will be facilitated by a school staff member and led by an 8th grade leadership team that will consist of the ASB President, ASB Vice President, ASB Treasurer, and ASB Secretary. The ASB works together with the student body, Pod teachers, PTSA, and the Wiseburn community to raise and disburse money to support student activities. ASB activities and/or purchases that support the student body may include Dana spirit days, student awards and incentives, after-school drama productions, equipment for sports teams and clubs, community service projects, and/or eighth grade promotion activities and materials.

Lunchtime Sports

During lunch recess, students are invited to participate in lunchtime sports. Sports may include flag football, soccer, futsal, teqball, volleyball, basketball, dodgeball, and others. The school provides equipment and an adult supervisor for these activities three days a week for most weeks. Sports balls are also available to all students for general student check-out during lunch throughout the week, weather permitting.

Parent/Caregiver Pay Trips and After-school Programs

Several parent/caregiver-pay programs may also be available for Dana students, including 6th grade Outdoor Camp, 7th Grade Catalina Trip (CIMI), 8th grade Washington, D.C. study trip, and after-school programs (e.g. sports teams,

fitness clubs, drama, competitive robotics teams, etc).

All students participating in the 7th grade Catalina trip (April) and 8th grade Washington, D.C. study trip (June) are monitored and approved by school administrators. Trip participants must be receiving no less than a 2.0 GPA and earning satisfactory citizenship marks. **Students can receive no F grades or unsatisfactory marks ("U"s) for work habits in all core classes to be eligible.** Student's grades and disciplinary history are reviewed during first semester, third, and fourth quarters.

8th GRADE PROMOTION AND ACTIVITIES

A student's eligibility to participate in the Dana promotion ceremony and activities is based on all of the following:

1. Enrollment in the Dana Middle School full-day comprehensive program with acceptable school attendance (i.e. – low number of absences and tardies).
2. Completion of the State of California course of study
3. Passing marks in more than half of their courses for the year.
4. Passing the U.S. Constitution Test
5. All books/materials/technology returned and/or fines paid to the Wiseburn Unified School District prior to promotion.
6. Satisfactory behavior, work habits, and attendance throughout the school year as determined by teachers, administrators, and report cards.

The Dana Middle School administrative team, as well as a team of teachers, will review a student's disciplinary file, grades, work habits, and attendance to determine eligibility.

Students who do not meet the above eligibility requirements may be excluded from preparation for and participation in the celebration trip, 8th grade picnic activity, and/or promotion ceremony. Dates and the approximate costs for the promotion ceremony and activities will be announced at the beginning of second semester. Fundraising opportunities will be available in the spring to help families defray the cost of these activities.

Richard Henry Dana Middle School Student Behavior Plan

Dana Middle School's student behavior plan is focused on the key principles of restorative justice practices. The core belief is that using student ownership of their actions and behaviors, relationship building, and augmenting students' social-emotional skills provides a robust opportunity to respond effectively to conflict and harm. Restorative Justice allows Dana Middle School to move past simply just responding and reacting to conflict by providing students with the skills and tools necessary to deal with conflict and to move forward in a healthy, constructive, and productive way. Dana Middle School will provide a safe, educational, and productive experience to all students. The comprehensive discipline program not only establishes the importance of restorative practices, but also Positive Behavior Intervention and Supports (PBIS). PBIS is a student behavior framework that allows a variety of stakeholders to set consistent and positive expectations for students and to **acknowledge** students when they are making solid behavioral choices. With the systemic addition of PBIS and Restorative Justice to the Dana Middle School student behavior protocols, students are given an opportunity to learn and grow as good citizens in the school community.

As students may need some support to grow and learn through misbehaviors, a progressive consequence matrix is in place as illustrated below. The consequences will match the *spirit of the law*, not the *letter of the law*. Students are expected to contribute to an environment that is free of teasing, name-calling, and fear of intimidation, physical harm, and bullying/harassment. Individual consequences must be weighed against the perceived and actual safety of all students and adults at Dana Middle School. The school administrators will utilize the information at their disposal, both commonly known and confidential, to assign a fair, firm, and consistent response to student misbehaviors. Ultimately, the school rules will be enforced by using the Education Code as a guide (48900 a – r, 48900.2, 48900.3, 48900.4, 48900.7)

In the interest of providing a positive learning environment for all of our students and in accordance with legislation (CA ED Code 48900.5), other forms of behavior intervention will be explored prior to a suspension or expulsion. However, as indicated in the legislation, school administrators in the interest of protecting the students and promoting a danger-free school zone, will use student behavior data and discretion when determining consequences. Therefore, at times, it may be determined that a suspension is the necessary course of action.

Dana Middle School Discipline Matrix – Dolphin PRIDE

Note: This Discipline Matrix is a guideline and is not limited to the listed consequences and behaviors that may be addressed during the school year. It is a comprehensive example of actions and the potential consequences.

<u>Behaviors</u>	<u>1st Incident</u>	<u>2nd Incident</u>	<u>3rd Incident</u>	<u>4th Incident</u>
Minor Classroom Disruption	Teacher/Student Conference; Apology Letter or Reflection	Teacher/Student Conference; Parent/caregiver Contact	Teacher/parent/caregiver/ Student Conference; 5 Hours School Service	Office Referral; Administrator contact with parent/caregiver; Class Time Activity in Main Office
Other Minor Offenses	Teacher/Student Conference; Apology Letter or Reflection	Teacher/Student Conference; parent/caregiver Contact	Teacher/parent/caregiver/ Student Conference; 5 Hours School Service	Office Referral; Administrator contact with parent/caregiver; Class Time Activity in Main Office
Tardies	Warning	Parent/caregiver Contact	Teacher/Team Handled Response (i.e. detention); Parent/caregiver Contact; Parent/caregiver Meeting	Office Referral; 1 lunch detention*

Academic Dishonesty	Teacher/Team Handled Response; No Credit; Parent/caregiver Contact; or, Referral to Office	No Credit; Office Referral; Parent/caregiver Contact; 3-5 Lunch Detentions	No Credit; Office Referral; Administrator/parent/caregiver Meeting; 3-5 Lunch Detentions	No Credit; Office Referral; Administrator/parent/caregiver Meeting; 3-5 Lunch Detentions; ISS
Electronics Violation	Confiscation and student pick up after school	Confiscation and parent/caregiver phone call; student pick up after school	Confiscation; Parent/caregiver phone call; Parent/caregiver pick up; Office Referral	Check in and Check out Policy; Office Referral
Dress Code Violation* (see Dress Code information at end of matrix)	Parent/caregiver Contact; Change of Clothes	Parent/caregiver Contact; Office Referral; Change of Clothes; 5 Hours Service	Parent/caregiver Contact; Office Referral; Change of Clothes; 10 Hours of Service; 1-3 Lunch Detentions	1-3 weeks Out of Class Restriction (OCR); Office Referral; 10 Hours of Service
Drug/Alcohol Use/Possession; Paraphernalia	Office Referral; OSS 1-3 days; OCR 1-3 Weeks; Drug Awareness Program/ Counseling; Police Contact	OSS 5 Days; Office Referral; 10 Hours Service; Police Contact; Pre-Expulsion Hearing	Office Referral; Expulsion Hearing	
Excessive Attendance Concern/Tuancy	3 Unexcused Absences Letter Home; 9 Tardies Letter Home; Parent/caregiver Contact	9+ Unexcused Absence Letter Home; 12-15 Tardies; School Attendance Review Meeting; Action Plan Developed	District Attendance Review; Review Action Plan	Referral to School Attendance Review Board (SARB); District Attorney Referral; Department of Child Welfare Referral
Physical Altercation; Fighting	Restorative Conference; Office Referral ; 1-3 Days OSS; 1-3 Weeks OCR	Restorative Conference; Office Referral ;5 Days OSS; 3-5 Weeks OCR; 10 Hours Service	Office Referral ; 10 Days OSS; Police Contact; Pre-Expulsion Hearing	Office Referral; Expulsion Hearing
Tobacco Use	Office Referral; Parent/caregiver Conference; 1 Week OCR; Restorative Project	Office Referral; 1 Day OSS; Parent/caregiver Conference; Tobacco Cessation Program		
Trespassing	Parent/caregiver Contact	Police Referral		
Verbal/Physical Intimidation or Abuse	Office Referral; Restorative Conference; Apology Letter/Reflection; 5 Hours Service; 1 Week OCR	Office Referral; Restorative Conference; Apology Letter/Reflection; 10 Hours Service; 1 Week OCR	Office Referral; Restorative Conference; 1-3 Days OSS; 1-3 Weeks OCR	
Vulgarity; Profanity; Inappropriate Gestures	Warning; Parent/caregiver/Student Contact	Office Referral; Parent/caregiver Conference; 5 Hours Service	Office Referral ; 1-3 Weeks OCR; Possible 1 day OSS	
Bullying/ Harassment	Office Referral; Parent/caregiver Conference; Restorative Conference; Other Restorative Consequence; 1-3	Office Referral; 3-5 Days OSS; 1-3 Weeks OCR; 10 Hours Service Possible Police Contact	Office Referral; 5-10 Days OSS; Pre-Expulsion Hearing; Alternate Schedule	

	Days OSS			
Vandalism/ Property Damage	Office Referral; Parent/caregiver Conference; Apology/Reflection; Restitution; Police Contact; 1-3 Days OSS	Office Referral; Parent/caregiver Conference; 3-5 Days OSS; 3 Weeks OCR; Apology/Reflection; Restitution	Office Referral; Parent/caregiver Conference; 3-5 Days OSS; 3 Weeks OCR; Apology/Reflection; Restitution	
Theft	Office Referral; parent/caregiver Conference; 1-3 Days OSS; Restitution; Police Contact	Office Referral; parent/caregiver Conference; 3-5 Days OSS; Restitution; Police Contact	Office Referral; parent/caregiver Conference; 3-5 Days OSS; Pre-Expulsion; Restitution	Office Referral; parent/caregiver Conference; 10 Days OSS; Restitution; Police Contact
Weapons Violation	Office Referral; Police Contact; Pre-Expulsion Hearing; 3-5 Days OSS	Office Referral; Police Contact; Expulsion Hearing		
Repeatedly Breaking School Rules/ 3+ Minor Offenses	Office Referral; parent/caregiver Contact; 5 Hours Service	Office Referral; parent/caregiver Conference; 10 Hours Service; 1-3 Weeks OCR	Office Referral; parent/caregiver Conference; 15 Hours Service; 3-5 Weeks OCR; 1 Day OSS	Office Referral; parent/caregiver Conference; Extended OCR; 5 Days OSS
Restricted Items See descriptions below	Office Referral; Confiscation; parent/caregiver Contact; Police Contact; 1-5 Days OSS; 1-5 Weeks OCR; 1-5 Days Detention; 5-15 Hours Service	Office Referral; Confiscation; parent/caregiver Contact; Police Contact; 1-5 Days OSS; 1-5 Weeks OCR; 1-5 Days Detention; 5-15 Hours Service	Office Referral; Confiscation; parent/caregiver Contact; Police Contact; 1-5 Days OSS; 1-5 Weeks OCR; 1-5 Days Detention; 5-15 Hours Service	Office Referral; Confiscation; parent/caregiver Contact; Police Contact; 1-5 Days OSS; 1-5 Weeks OCR; 1-5 Days Detention; 5-15 Hours Service
Note: The consequences in the matrix above display a range of potential actions. The school administrators reserve the right to adjust and/or implement alternative consequences depending on the infraction.				
Type of Actions	Description	Examples/ Notes		
Apology Letter/Reflection	A written letter to person/ organization harmed by a particular event/incident.			
Behavioral Intervention Plan	Coordinated effort between inter-disciplinary team of teachers, student, parent/caregiver and other key stakeholders to set an action plan	Written documentation in the form of action plan		
Class Schedule Change	N/A	May provide a “fresh start” for a continually disruptive student or one who has been involved in a difficult conflict		
Detention	Students are not permitted to attend lunch and/or recess for 1-3 days			

District Attendance Review Team Meeting (DART)	After a SART meeting, if a student still displays continued patterns of tardiness, absenteeism, or truancy a district-level meeting will be scheduled to review the action plan.			
Drug Awareness Program (other Community-Based services)	Student assigned to these services when he/she needs support for at-risk type behaviors.	Ask counselor for more information		
Office Referral/Meeting	Student assigned an office referral from staff member and must report to the office for follow-up and other consequences, as needed.			
Out of Class Restriction (OCR)	Students are given at least 1 week (generally 1-5 weeks) and are not permitted to attend recess and/or lunch.	Students during this time may be assigned Service oriented activities		
Out of School Suspension (OSS)	Student may not attend school for a certain number of days.			
Reminders/Redirection	Quick in class intervention to redirect students back to the task at hand.	Reflection Writing, Role-Play, Loss of Privileges, Seat Change, Self-Charting Behaviors, Daily Behavior Report Card, Signed Student Planner, parent/caregiver Outreach		
Restitution	Student must replace and/or fix damage to school property or damage caused to another community member's belongings.			
Restorative Conference	A guided conversation between offended/offending parties meant to repair harm done.	Mediations, Conflict Resolution		
Restorative Conversation	One on one meeting between an adult and student to discuss	Teacher/Student Conference Admin/Student		

	the misbehavior and set future expectations.	Conference		
School Attendance Review Board	A regional attendance review Board that addresses chronic absenteeism and truancy.			
School Attendance Review Team Meeting (SART)	When student reaches 12 tardies or unexcused absences a SART meeting will be scheduled to devise an action plan between the school and the student's parent/caregiver.			
Service Hours	Student assigned a number of hours to complete in order to repair harm done.			

NOTE: The information contained above is a snapshot of the California Education Code, particularly as it relates to the 48900 legislation. At times, school and district administrators will explore alternative disciplinary actions if it is deemed appropriate due to the specific circumstances.

<u>*Dress Code</u>	<u>*Restricted Items</u>
<ul style="list-style-type: none"> Stickers and/or glitter on any part of the body Logos offensive to race, ancestry, gender, religion, or depicting alcohol, drugs, tobacco, or weapons. Any logo, symbol, drawing, writing or any article of clothing that has offensive, crude, sexual, sexually suggestive, gang-related (as determined by law enforcement/Dana administrations), or discriminatory content. Shorts below the kneecap, with knee socks, bicycle pants, tight pants, and jogging shorts. Shorts, skirts, and other outer wear that doesn't cover undergarments when standing or bending. Specifically, bra straps and underwear may not be visible. Oversized shirts, see-through blouses, crop halters, backless, strapless, tight, and/or low cut tops, tank tops, spaghetti straps, muscle shirts, sleeveless undershirts worn as outside garments, bare midriffs. Clothing, jewelry, or accessories (including but not limited to, nose/belly button rings, gloves, bandanas, shoe strings, wristbands, belts) that appear gang-related, create intimidation, or disrupt the learning environment. Off-the-shoulder tops See-through tights Excessively short dresses, skirts, or shorts 	<p>Glass containers, candy, hair spray, permanent markers, toys, unauthorized sports equipment, video games, white-out, dice, knit caps, hand cream, aerosol cans, cameras, collectible/trading cards, inappropriate reading/ listening materials, lasers, shocking devices, pagers, radios/walkman/headsets, MP3/4 player/iPOD, roller blades/skates/heelies,, tape recorders, walkie-talkies, water pistols, fireworks/stink bombs, replicas of any dangerous objects, dangerous items</p> <p>*Note – Other items may be deemed restricted by Dana administrators.</p>

- Sandals, backless shoes, and heels higher than 2 inches. Shoelaces must be tied.
- All headwear must be worn outside. Only Dana Middle School hats or plain color hats are permissible. All hats must be worn appropriately, bill of the hat facing forward.
- Pajamas (tops and bottoms)
- Backpacks with writing

California Education Code 48900

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (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 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, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (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, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription 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. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or

disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.