# VINEYARD JUNIOR HIGH

"National Blue-Ribbon School, California Distinguished School,
PBIS Gold School, CA Pivotal Practice Award School,
and Schools to Watch Award School"

# PARENT & STUDENT HANDBOOK
# 2026/2027

**ADMINISTRATIVE TEAM**
Jenny Vetere, Principal
Chris Brazeau, Assistant Principal of Curriculum & Instruction
Karena Zubiate, Assistant Principal of Student Services

**ALTA LOMA SCHOOL DISTRICT**
Dr. Sherry Smith, Superintendent
Eric Hart, Associate Superintendent, Administrative Services
Dr. Christina Pierce, Assistant Superintendent, Educational Services
Cara Cerecerez, Assistant Superintendent, Human Resources

**ALTA LOMA SCHOOL DISTRICT BOARD OF TRUSTEES**
Eric Chung| Dr. Malinda L. Hurley| Rebecca Davies| Brad Buller| Jessica Martinez

Vineyard Junior High
6440 Mayberry Avenue, Alta Loma, CA 91737
(909) 484-5120
Office Hours: 7:00 am – 4:00 pm
Website: https://www.alsd.k12.ca.us/vineyard

## TABLE OF CONTENTS

**VINEYARD JUNIOR HIGH BELL SCHEDULE…… 4**

**VINEYARD JUNIOR HIGH MISSION …… 5**

**GENERAL POLICIES & INFORMATION……6-8**

ARRIVAL AND PICK-UP TIMES
LEAVING DURING SCHOOL HOURS
VOLUNTEERS
CLOSED CAMPUS/VISITORS
FOOD SERVICES INFORMATION
STUDENT WINDOW
CLEAN CAMPUS
STUDENT STORE/MONEY
PERSONAL AND SCHOOL PROPERTY/LOST AND FOUND
LOST AND FOUND ITEMS

**HEALTH OFFICE……8**

REQUIRED IMMUNIZATIONS
MEDICATION
ILLNESS/INJURIES

**ATTENDANCE……8-9**

ABSENCES
EXCUSED/UNEXCUSED ABSENCES
INDEPENDENT STUDY
TRUANCIES
TARDY TO SCHOOL OR CLASS

**ACADEMICS, STANDARDS, SUPPORTS, AND RECOGNITION……9-11**

PARENT/STUDENT PORTAL
G.A.T.E./ HONORS
HOMEWORK POLICY
STUDY HALL
LIBRARY/MEDIA CENTER
MONITOR SHEETS
TEXTBOOKS
COST TO REPLACE TEXTBOOKS
DISTRICT-ISSUED CHROMEBOOKS
CHROMEBOOK REPAIR/REPLACEMENT COSTS
DIGITAL TEXTBOOK ACCESS
REPORT CARDS AND PROGRESS REPORTS
GRADES
PROMOTION REQUIREMENTS
PHYSICAL EDUCATION
SUIT CUTS
LOCKERS

**RECOGNITION PROGRAMS……11-12**

VIKINGS OF THE WEEK
PBIS STUDENTS OF THE WEEK
RENAISSANCE PROGRAM
HONOR ROLL

4.0 /PURPLE REIGN CEREMONY
CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (CJSF)

**END-OF-THE-YEAR AWARDS…….....13**

PBIS STUDENTS OF THE YEAR AWARD
VIKINGS OF THE YEAR AWARD
SUBJECT AWARD
SPELLING BEE AWARD

**EIGHTH GRADE END-OF-THE-YEAR AWARDS…..……...13**

PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE
PRESIDENT'S AWARD FOR EDUCATIONAL ACHIEVEMENT
CALIFORNIA JUNIOR SCHOLASTIC FEDERATION (CJSF) AWARD
CALIFORNIA JUNIOR SCHOLASTIC FEDERATION (CJSF) HONOR AWARD
RANCHO CUCAMONGA WOMEN'S LEAGUE AWARD

**STUDENT INVOLVEMENT……..……13-14**

CLUBS
DANCES
SPORTS

**BEHAVIOR & EXPECTATIONS…….……..14-21**

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)
PBIS SCHOOL-WIDE BEHAVIORAL EXPECTATIONS
PBIS STATEMENT OF BEHAVIORAL PURPOSE
VINEYARD JUNIOR HIGH- TIER 1 PBIS
VINEYARD JUNIOR HIGH- TIER 2 PBIS
VINEYARD PBIS SCHOOL-WIDE MATRIX
REQUEST FOR ASSISTANCE
CLIMATE AND FEEDBACK SURVEYS
BULLYING
VIKING ANTI-BULLYING CONTRACT
ELECTRONIC DEVICE POLICY
DISTRICT-ISSUED CHROMEBOOKS
CELL PHONES/EARBUDS/SMART WATCHES/ ELECTRONIC DEVICES
CAMERAS
VJH STUDENT GUIDELINES FOR DRESS
VJH STUDENT GUIDELINES FOR GUM/FOOD
VJH STUDENT GUIDELINES FOR SUIT CUTS
RESTRICTED LIST POLICY
RESTRICTED LIST RELATED TO SUSPENSIONS
RESTRICTED LIST RELATED TO "F" GRADES OR CITIZENSHIP MARKS

**CONSEQUENCE POLICIES……..……21-23**

GENERAL POLICIES
SUSPENSION/EXPULSION
DISCIPLINE RELATED TO PROMOTION CEREMONY
TECHNOLOGY

**VIKING CODE OF CONDUCT ……..……..……23**

**ACADEMIC HONESTY POLICY……..……..……23-24**

**ALTA LOMA SCHOOL DISTRICT MATHEMATICS PLACEMENT PLAN……..……..……24-25**

**VINEYARD FAMILY ENGAGEMENT POLICY……..……..…….25-27**

## VINEYARD JR. HIGH 2026-2027 BELL SCHEDULE

| 1ST LUNCH REGULAR SCHEDULE | |
|---|---|
| 7:05 - 7:55 | "0" Period |
| 7:55 | Morning Bell |
| 8:00 - 8:55 | Period 1 |
| 8:58 - 9:53 | Period 2 |
| 9:56 - 10:51 | Period 3 |
| 10:51 - 11:21 | 1st LUNCH |
| 11:24 - 12:19 | Period 4 |
| 12:22 - 1:17 | Period 5 |
| 1:20 - 2:15 | Period 6 |

| 1ST LUNCH MODIFIED SCHEDULE | |
|---|---|
| 7:05 - 7:55 | "0" Period |
| 7:55 | Morning Bell |
| 8:00 - 8:40 | Period 1 |
| 8:43 - 9:23 | Period 2 |
| 9:26 - 10:06 | Period 3 |
| 10:06 - 10:36 | 1st LUNCH |
| 10:39 - 11:19 | Period 4 |
| 11:22 - 12:02 | Period 5 |
| 12:05 - 12:45 | Period 6 |

**7th Grade 1st Lunch: (Based on 4th Period Class)**

**7th Grade 2nd Lunch: (Based on 4th Period Class)**

| 2ND LUNCH REGULAR SCHEDULE | |
|---|---|
| 7:05 - 7:55 | "0" Period |
| 7:55 | Morning Bell |
| 8:00 - 8:55 | Period 1 |
| 8:58 - 9:53 | Period 2 |
| 9:56 - 10:51 | Period 3 |
| 10:54 - 11:49 | Period 4 |
| 11:49 - 12:19 | 2nd LUNCH |
| 12:22 - 1:17 | Period 5 |
| 1:20 - 2:15 | Period 6 |

| 2ND LUNCH MODIFIED SCHEDULE | |
|---|---|
| 7:05 - 7:55 | "0" Period |
| 7:55 | Morning Bell |
| 8:00 - 8:40 | Period 1 |
| 8:43 - 9:23 | Period 2 |
| 9:26 - 10:06 | Period 3 |
| 10:09 - 10:49 | Period 4 |
| 10:49 - 11:19 | 2nd LUNCH |
| 11:22 - 12:02 | Period 5 |
| 12:05 - 12:45 | Period 6 |

**AFTER SCHOOL BELLS RINGS 10 MINUTES AFTER DISMISSAL**

### 2026-2027 MODIFIED DAYS

8/3, 8/4, 8/5, 8/6, 8/7, 10/12-10/16, 11/20, 12/17, 3/26, 5/14, 5/19

### 2026-2027 NON-SCHOOL DAYS

9/7: Labor Day, 10/5: Staff Development Day, 11/11: Veterans Day,
11/23-11/27:Thanksgiving Break, 12/18-1/1: Winter Break, 1/18: Martin Luther King Jr. Day,
2/8: President Lincoln's Birthday Holiday, 2/15: Presidents' Day Holiday,
3/8: Staff Development Day, 3/29-4/2: Spring Break

# MISSION STATEMENT

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

Our core value belief statements encompass the following:

● We believe that when we give our personal best in everything we do, we achieve excellence.

● We believe that high standards in content, curriculum, instruction, performance, and personal behavior inspire achievement.

● We believe that collaboration is essential to our success and is dependent on the commitment, cooperation, involvement, and unity of our students, staff, parents/guardians, and community.

● We believe that valuing the unique and individual differences of each person enhances an appreciation for diversity.

● We believe that a safe, secure, and supportive environment facilitates learning.

● We believe that accountability enables an individual to assume personal responsibility for learning behaviors and consequences.

● We believe that an ongoing acquisition of knowledge and skills empowers students, staff, and parents to manage and adapt to change in a dynamic world.

● We believe that schooling can be fun and that recognition and rewards affirm and celebrate accomplishments.

● We believe that home and school are a partnership which is vital to student success.

# GENERAL POLICIES & INFORMATION

## ARRIVAL AND PICK-UP TIMES

Students are not permitted on campus until supervision begins at 7:30 am and must leave campus within 10 minutes of the end of the school day OR within 10 minutes of the conclusion of an after-school event such as Study Hall, Detention, dances, sports, etc. Students must be in their seats or on their PE numbers by 8:00 am or they are considered tardy. Zero period students may arrive between 6:55 - 7:05 am.

- Students are expected to come directly to school by the safest possible route and must go directly home once dismissed. On the way to and from school, students are to obey all school and traffic rules and to conduct themselves in a courteous manner.
- Students arriving/departing by car should be dropped off/picked up along Mayberry Avenue, Highland Avenue, Hermosa Avenue (gate), or Bus lane. There is no student pick up or drop off in the staff parking lots. Please note that "No Stopping" signs are posted on the east side of Mayberry Ave. that prohibits stopping/parking during drop off/pick up times. Students must use the crosswalks located at the corners of Highland and Mayberry, and Highland and Hermosa, when entering and leaving campus. **Students MUST use crosswalks at all times.**
- For student safety, "U" turns are prohibited during drop/off and/or pick up times.
- Students may ride a bicycle to/from school and must abide by the following rules. Failure to follow any of these rules may result in bike privileges being revoked at the discretion of an administrator.
    - Students must attend a bike safety meeting to get a bike pass in order to ride their bike to school. Students must observe all traffic laws and bicycle safety rules. Helmets must be worn at ALL times. A student may not leave the campus on a bike without a helmet. Violations may result in students losing their bike riding privileges.
    - The school provides a bike rack on campus near the gym. Bicycles are to be walked while on campus and securely locked in the bike rack area. The school assumes no responsibility for lost or stolen bicycles.
    - Electric scooters and bicycles are not allowed.

## LEAVING DURING SCHOOL HOURS

Students will only be permitted to leave the school grounds during school hours AFTER a parent/guardian with picture ID has signed them out through the school office. If someone other than the parent/guardian initiates a student pickup, they must be listed as an emergency contact **and** must provide a signed and dated written consent from the parent/guardian. This consent must include the student's name, reason for the pickup, and the date/time of expected pickup. Written consent must be provided for each pickup initiated by someone other than the parent/guardian. Written consent will be verified by the office. Parent/guardian must come into the office to add an additional emergency contact during the year.

## Volunteers

The Alta Loma School District greatly appreciates the time, knowledge, and abilities that our volunteers share with our students and staff. To ensure student safety and comply with state guidelines outlined in SB 848 and Board Policy 1240, **ALL** volunteers must meet state and district requirements **before beginning their service.** All volunteers must complete an application process and meet the following criteria:

- Obtain fingerprint clearance through the DOJ and FBI (required for District-sponsored student activity programs).
- Complete a tuberculosis (TB) risk assessment (and examination, if risk factors are identified).
- Complete mandated reporter training.

Volunteer work is designed to enhance our programs and may not replace the normal duties of our staff. We look forward to partnering with you to enrich our school community.

Once requirements have been met all volunteers must be scheduled by the school site for service and check-in using our visitor/volunteer management system prior to being on campus.

## CLOSED CAMPUS/VISITORS

VJH is a closed campus. Adult visitors and volunteers are welcome; however, state law requires that visitors/volunteers be clearly identified while on campus. The Raptor System is used to track visitors on campus to provide a safer environment for our students and staff. Upon entering the school office, visitors will be asked to present a valid state-issued identification, which will be scanned into the system. All visitors/volunteers must provide a 24-hour notice prior to their visit and must check-in through the office to receive a visitor's pass to wear on campus. Visitors **must read and sign our classroom observation protocol form, and adhere to our policies**. All visitors are expected to follow the Alta Loma School District Civility Policy 1313 in which the expectation is for the District Staff and visitors to demonstrate mutual respect for one another and maintain an orderly conduct. The aim is to promote a model for students and create a positive, safe school environment for all. Our goal is to protect instruction, student safety, as well as maintain student privacy. In an effort to accomplish this, we ask that you adhere to the following protocol when observing in a classroom:

- All classroom observations must be requested a minimum of 24 hours in advance. You will receive a notification when your observation has been scheduled.
- Please be sure to bring your ID, check in at the office when arriving to receive your visitor's badge, and sign in. Be sure to sign out when leaving.
- No children may accompany the observer.
- To maintain the safety of all students, we ask that you report directly to the classroom where you are observing and return to the office when done.
- If there is downtime between classroom observations, please return to the office rather than wandering around campus.
- Visitors may not interact with other students unless they are volunteering and they have been directed to do so by staff members.
- If there is a substitute teacher, your observation will be rescheduled when your child's regular teacher is present at school.
- Cell phones need to be turned off or on silent. Cell phones may not be used in the classroom setting.
- No pictures or recordings may be taken while on campus due to confidentiality and privacy.
- The teacher will designate a place for you to be seated. Visitors are expected to remain seated during the entire observation.
- Teachers may welcome observers to the classroom but will not interact with the observers before, during, or immediately after the observation period. A discussion of the observation may take place at a subsequent conference, as arranged between the parent/guardian and teacher.
- Those observing shall respect student confidentiality and shall not share any impressions of other students with anyone.
- We ask that you do not interact or help your child or any other students during your observation when class is in session unless the teacher has directed you to do so.
- Administrators retain the authority to exercise their discretion at any time to reschedule or terminate an observation in the event of a building emergency or disruption that impacts the physical or emotional well-being of the children, teacher, or the program being observed.

## FOOD SERVICES

Breakfast is served daily from 7:30 to 7:55 am in the lunch shelter. One breakfast and one lunch are available daily for each student at no charge. Students must provide their student identification number or student identification card to the cashier when picking up their meal. For menus, meal applications and household income forms, please visit the District website at https://www.alsd.k12.ca.us.

## STUDENT WINDOW

The student window is located near the quad area on the west side of the office. *All students must stop at the Student Window and check in prior to entering the office.* At the student window, you can: ● Ask Questions: Office Staff are available to answer questions about clubs, activities, etc. ● Fill out a Purple Slip: These "self-referral slips" are used to request assistance from an administrator or staff with personal/academic concerns, to report bullying or other behavior, for club requests, general questions, etc.

- Report to the Office with a Call Slip: Students will occasionally receive a call slip with instructions to report to the office to meet with staff, leave early for an appointment, etc.

- Exit Campus if You Are Being Picked Up Early: Students leaving early will come to the Student Window to check in before being released to the authorized pickup person in the school office. Students should not leave campus through any other gate or exit during school hours.
- Pick Up Dropped Off Items: Any dropped off items, such as lunches, PE clothes, shoes, etc., can be picked up at the Student Window. Please keep in mind that students are responsible for bringing their belongings each day. In the case that something is left at home, the item may be dropped off. However, the office is not responsible if items are not picked up in a timely manner. To minimize classroom disruptions, classrooms will not be interrupted. Fast food lunches may not be dropped off and delivery from outside food service agencies is not permitted (such as DoorDash, etc.).

### CLEAN CAMPUS

VJH has a beautiful campus. Please take pride in keeping it that way! Each student contributes by using trash cans and respecting property. Gum is not allowed at any time.

### STUDENT STORE/MONEY

The ASB Student Store is located on the west side of the lunch shelter. All payments for PE clothes, activities, and field trips are made at the Student Store during lunch Tuesday through Friday only. Only cash is accepted.

### PERSONAL AND SCHOOL PROPERTY/LOST AND FOUND

Students and parents/guardians are responsible for loss or damage to any personal or school issued property left in a classroom or on campus. The school will endeavor to protect all personal property, but is not responsible for any lost or damaged items.

### LOST AND FOUND ITEMS

If any item, such as P.E. clothes, shoes, retainers, jackets, money, books, cell phones, etc. are found on campus, please turn them in at the student window. If you lose an item at school, come to the student window to see if it has been turned in. The Lost and Found rack can also be found in the lunch shelter.

## HEALTH OFFICE

### REQUIRED IMMUNIZATIONS

Prior to entering 7th grade, all students must provide proof that they have received the Tdap booster vaccine and 2nd Varicella vaccine in accordance with state law. Proof of vaccination should be turned in to the school office.

### MEDICATION

All over the counter and prescription medications are required by state law to have a doctor's authorization on file with the Health Office. With doctor authorization, a student may carry a prescription rescue inhaler or a prescription epinephrine auto-injector (such as an EpiPen). *NO OTHER MEDICATION MAY BE KEPT WITH A STUDENT AT ANY TIME.* All medications must be in the original container and must be checked in to the Health Office. Students are solely responsible for remembering to come to the Health Office to take their medication.

### ILLNESS/INJURIES

The Health Office can only offer ice, bandages, and TLC for ill or injured students. It is imperative that we be able to contact someone to pick up your child in case of an emergency or if they are ill or injured at school. Students needing to come to the health office for any reason must have a pass from their teacher. ***If a student is feeling ill or is injured, they must come to the health office; students contacting parents/guardians directly may receive an electronic device violation.***

## ATTENDANCE

### ABSENCES

Good attendance is essential for school success. Parents/Guardians are asked to notify the office on the first day of an absence. Please call the office to give the reason for the absence at (909) 484-5120. If parents/guardians are unable to call, a signed note is required or email our attendance at atoews@alsd.org. Students will be given the same number of days absent to complete their work. If possible, students should log into Google Classroom to check and work on any assignments.

### EXCUSED/UNEXCUSED ABSENCES

Excused absences include illness, court appearance, family funeral, or doctor/dental appointments. Absences for any other reason OR absences without a phone call/written excuse from a parent/guardian will be considered unexcused. Students with three or more unexcused absences, tardies/early departures over 30 minutes, or any

combination thereof will be considered truant in accordance with state law. All absences count toward the total number of absences, regardless if they are excused or unexcused.

### INDEPENDENT STUDY

If your student will be absent for multiple days due to unforeseen circumstances, please call or visit the school office in advance, to see if your child is eligible for an "Short Term Independent Study Packet."

### TRUANCIES

Truancies may result in parent notifications/meetings, assistance plans, referral to SART *(Student Attendance Review Team)*, DART *(District Attendance Review Team)*, and/or SARB *(Student Attendance Review Board)*.

### TARDY TO SCHOOL OR CLASS

School begins at 8:00 a.m. In case of an emergency or unforeseen event, students who are late must report to the office to sign in and receive a pass to class.

- Parents/guardians can excuse tardies for personal reasons three (3) times during the school year.
- Doctor/dentist appointments with a note will be excused.
- Students are expected to be in their seat and ready to learn when the passing bell rings.
- If students are tardy, there will be a consequence from the teacher and/or the office.
- A student will be placed on the Restricted List for the *grading period* if they are:
    - Chronically Tardy to School-(5+ tardies)
    - Chronically Tardy to Class- (5+ tardies)
- The passing period should be used to get a drink, use the restroom, etc.

**Students are considered chronically tardy if they are late to school or class on more than 10% of the days in a grading period.*

## ACADEMICS, STANDARDS, SUPPORTS, AND RECOGNITION

### PARENT/STUDENT PORTAL

Students and parents/guardians are encouraged to visit the Infinite Campus Parent or Student Portal frequently to review gradebooks, missing assignments, attendance, reports cards, and more. You can access the portal at bit.ly/VJHICParentPortal.

### Enrichment/Accelerated Programs

The Enrichment program is differentiated instruction to students in the Alta Loma School District. Students who meet specific criteria may be placed in accelerated classes and are monitored for grades and performance. These students are offered a wide variety of ancillary and extended learning opportunities that can include field trips, and special projects. In addition, there are three district-wide Enrichment Days; Family Day in the Fall, STEM showcase in the winter, and our Spelling Bee in the spring.

### HOMEWORK POLICY

District guidelines regarding homework for junior high students suggest that each core subject have 20-30 minutes of homework daily. If a student misses any class work due to a field trip, it is their responsibility to get the work and turn it in on time to each teacher. Students are to check with their teachers for all missing work when they are absent. Most classwork is available in Google Classroom. Parent/guardian may request homework assignments for a student that has been absent for more than 2 days. Requests will be fulfilled the following day. Please note that most student assignments are available online.

### STUDY HALL

All students have access to an after-school Study Hall to work and get help on Tuesdays and Thursdays from 2:15-3:15 p.m. Students must go to Study Hall immediately following the 2:15 bell and must stay for the entire time; early departures are not allowed. All students must sign-in and sign-out when they attend. School rules still apply; if a student is found misbehaving, he/she may not be allowed to return at an administrator's discretion.

### LIBRARY/MEDIA CENTER

The library is open during lunch for students to use for a quiet place to study or read a book. Students can check out two books at a time for a duration of two weeks. Students are responsible for lost or damaged books.

### MONITOR SHEETS

A monitor sheet is intended to facilitate daily communication between home and school regarding student work and behavior. The Assistant Principal of Student Services will initiate the Monitor Sheet by request of a

parent/guardian or teacher.

## TEXTBOOKS

Students are responsible for all issued textbooks used at school or at home. Textbooks and materials must be returned at the end of the course or upon withdrawal from school. Any student who damages or does not return textbooks or other materials will be charged replacement and/or damage costs. Students with outstanding book charges will *be sent an invoice and may have their schedule,* report card, *or promotion certificate withheld until the invoice is paid in full.*

## COST TO REPLACE TEXTBOOKS

*All costs are subject to change without notice.*

- 6th Grade: TCI Social Studies: $91.00, Big Idea Math: $90.00
- 7th Grade: TCI Social Studies: $91.00, Big Idea Math: $90.00, Accelerated Math: $130.00.
- 8th Grade: TCI Social Studies $91.00, Big Ideas Math $90.00, Integrated Math $130.00; Spanish 1: $75.00.

## DISTRICT-ISSUED CHROMEBOOKS

Chromebooks will be assigned to all students as part of their instructional materials to be used for completing school assignments. Chromebooks and chargers must be returned at the end of the course or upon withdrawal from school. Any student who damages or does not return their chromebooks and/or charger will be charged for the replacement.

## CHROMEBOOK REPAIR/REPLACEMENT COSTS

*All costs are subject to change without notice. Some repairs may include labor cost and/or California sales tax.*

- Key damage or loss: $10.00 per key
- Screen damage: $40.00
- Keyboard replacement: $35.00
- Touchpad: $15.00
- Daughter Board: $25.00
- Bezel/Camera damage: $30.00
- Chromebook charger replacement: $25.00
- Top Cover: $25.00
- Total Chromebook replacement: $400.00

## DIGITAL TEXTBOOK ACCESS

Students may access many of their textbooks online through Clever or through websites listed on the VJH website under Textbook/Digital Program Access.

## REPORT CARDS AND PROGRESS REPORTS

All progress reports, deficiency reports, and report cards will be posted on the Infinite Campus Parent Portal. The school year is divided into two semesters. Progress reports and report cards will be posted at 4:00pm on the Parent Portal according to the following schedule:

| | | | GRADING PERIOD ENDS | GRADES POSTED |
|---|---|---|---|---|
| FIRST SEMESTER | ***1st Quarter*** August 3-October 2, 2026 | 1st Quarter Progress Report | n/a | September 4, 2026 |
| | | 1st Quarter Report Card | September 25, 2026 | October 2, 2026 |
| | ***2nd Quarter*** October 5-December 17, 2026 | 2nd Quarter - Deficiency Notices | November 6, 2026 | November 13, 2026 |
| | | 1st Semester Report Card | December 11, 2026 | December 17, 2026 |
| SECOND SEMESTER | ***3rd Quarter*** January 4-March 5, 2027 | 3rd Quarter Progress Report | n/a | February 5, 2027 |
| | | 3rd Quarter Report Card | February 26, 2027 | March 5, 2027 |
| | ***4th Quarter*** March 8-May 20, 2027 | 4th Quarter Deficiency Notices | April 16, 2027 | April 23, 2027 |
| | | 2nd Semester Report Card | n/a | May 20, 2027 |

**Final grades are entered by teachers on the dates that the Grading Period End*

## GRADES

Academic and Citizenship grades are the following:

- A, B, C, D, and F
- O, S, N, U (Outstanding, Satisfactory, Needs Improvement, Unsatisfactory)

## PROMOTION REQUIREMENTS

Participation in the 8th grade promotion ceremony and promotional activities is contingent upon the satisfactory completion of the prescribed 6th, 7th, and 8th grade program. Students must meet the minimum requirements set forth in Assembly Bill 1626 and District Board Policy 5123. Students must have a minimum cumulative grade

point average (GPA) of 1.6 and maintain satisfactory citizenship and behavior as determined by the school. Students who are not eligible for the eighth-grade promotion ceremony and/or eighth grade end of the year activities, such as events or field trips, are required to attend school during such activities. End of year activities, ceremonies, and field trips may be revoked based on behavior/safety concerns and eligibility requirements. *A student's participation in the Promotion Ceremony may be revoked by the administration at any time. This action could result from issues such as poor attendance, behavioral incidents, safety concerns, or other factors deemed unacceptable.*

Any student with an F(s) on their report card or who falls below a 2.0 GPA will be required to conference with an administrator and/or their teachers. During this conference, an intervention plan and conference summary will be developed and may include attendance in an intervention class during or after school, Study Hall, change of elective class and/or change in placement, weekly or Daily Progress Monitoring, and/or other supports as appropriate

### PHYSICAL EDUCATION

The VJH Physical Education program includes fitness, team and individual sports, nutrition, and health. Seventh grade students participate in the California State Fitness Test in the spring. The official uniform for physical education is available for purchase at schedule pick-up day in July or at the Student Store during lunch.

- **PE Medical Exemption:** If a child is unable to participate in physical education because of injury, illness or a disabling condition, parents/guardians must write a note requesting a PE exemption. **Long term (more than three days) PE exemptions require a physician's statement and must document the activity limitations. The activity limitations must be specific and include an end date** .
- **Jewelry:** For safety reasons, students may not wear jewelry during PE.

### SUIT CUT POLICY

Students are expected to bring their PE clothes for PE each day. If they do not have them, they will receive loaners and the following consequences could be implemented:

**FIRST OFFENSE** (Documented in student discipline record)
Student will be issued a citation.
**SECOND OFFENSE** (Documented in student discipline record)
Student will be issued a citation.
Student will serve 1 lunch detention
**THIRD OFFENSE** (Documented in student discipline record)
Student will be issued a citation.
Student will serve 1 day after school detention (1 hour each day)
**FOURTH OFFENSE** (Documented in student discipline record)
Same as above
**FIFTH OFFENSE** (Documented in student discipline record)
Same as above

Each subsequent suit cut may result in after school detention. Each semester the suit cut history will be cleared.

### LOCKERS

Lockers are property of the Alta Loma School District. Students will be assigned a locker in the P.E. locker room. Lockers must remain locked at all times and maintained in a clean and orderly manner. Spray deodorant, cologne, or perfumes are not allowed; roll-on or stick deodorants are permitted. Glass items are prohibited. Any prohibited items will be confiscated and disciplinary action may be taken at the teacher's/administrator's discretion. Teachers will not be responsible for articles left unsecured. Lockers may not be shared for any reason. Cameras (including those on cell phones) are never allowed in the locker room. Students may face serious consequences for having or using cameras in the locker room. Although the school will make every attempt to ensure safekeeping of articles in the locker room, the school is not responsible for loss, damage, or theft to items brought to school.

## RECOGNITION PROGRAMS/AWARDS

### VIKINGS OF THE WEEK

Each week one 6th grader, one 7th grader, and one 8th grader is honored by one of their teachers for exhibiting VIKING PRIDE (Positivity, Respect, Integrity, Dedication, Excellence). Each teacher nominates students during

the year and recipients receive a certificate, a bag of goodies, their photos taken for social media and posted on the VJH Google Classroom. During the Monday Morning Bulletin, their names will be announced and the reason they were chosen.

### PBIS STUDENTS OF THE WEEK

Each week students are recognized as PBIS Students of the Week for exhibiting our school-wide PBIS behaviors: being Respectful, Responsible, and Relational. Their names are announced in the Monday Morning Bulletin, they receive a certificate/goodie bag, have their photo displayed in the quad, and their names are posted on the school website.

### RENAISSANCE PROGRAM

The Renaissance Program is based on rewarding students for positive achievement in academics and citizenship. Eligible students receive one of five cards. The card color represents the level of achievement and corresponding privileges, such as free snacks at lunch and classroom "perks," which are used at the individual teacher's discretion. "Perks" may include going to lunch early, a free lap in PE, a late pass or homework pass. At Vineyard, the 4 levels are: Gold: 4.0 and above; Silver: 3.9-3.5; Bronze: 3.49-3.0, Purple: 2.99-2.5; N's or U's in citizenship and D's or F's will disqualify a student at any level.

### HONOR ROLL

Students with excellent grades on their semester report cards will be placed on the Principal's Honor Roll or Honor Roll. Requirements are below:

- Principal's Honor Roll: GPA of 4.0 or above (These students are invited to an awards ceremony)
- Honor Roll: GPA of 3.5-3.99 (These students are honored by teachers in the classroom)

### PURPLE REIGN

Students who exhibit outstanding PE performance during the first semester will be given awards in their class.

### CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (CJSF)

The purpose of CJSF is to foster high standards of scholarship, service, and citizenship on the part of California students and to promote appropriate activities and awards among its members. Students who wish to join the CJSF Honor Society must apply and qualify with their official semester report card. **Eligible students must complete an application to join *CJSF* each semester.** Applications are available and payments are accepted at lunchtime Tuesday through Friday and after school (2:15-2:45 pm) Tuesday & Thursday at the Student Store during the sign-up period. Eligible students pay $3.00 membership/dues for every semester they qualify to join.

At the beginning of each school year, membership is open ONLY to eighth grade students, and eligibility is based on the student's 7th grade 2nd semester report card. 7th and 8th graders may apply for membership at the beginning of the 2nd semester with their 1st semester report card. Membership drives are conducted twice a year.Eighth grade students who wish to receive a CJSF Service Award may complete the required service hours.

****For 8th grade students: Students will receive CJSF Honor recognition at the end of the year awards ceremony and students will receive preferred seating during the promotion ceremony by being a CJSF member both semesters of 7th grade and 1st semester of 8th grade.**

**Membership qualifications**: To qualify for membership the number of points earned must be twice the number of academic subjects and electives in which the student is enrolled. Students must earn 8 - 12 points. A minimum of 4 academic subjects is required. **The only classes that will not earn points are PE, Office Aide and Teacher's Aide.* (Most students will need 10 points to qualify.)

**CJSF points are granted as follows:** ***A = 3*** ***B = 1*** ***C = 0***

**One (1) additional point shall be granted for the 8th grade Integrated Math class. A grade of D/F or citizenship N/U will not allow membership if received in ANY class.*

This is a state program, so we must follow their bylaws. **No late sign-ups are accepted**. Please see the

website calendar for CJSF dates.

## END-OF-THE-YEAR AWARDS

### PBIS Students of the Year

Students receive this special award for exhibiting our school-wide PBIS behaviors (being Respectful, Responsible, and Relational) everyday during the school year.

### Vikings of the Year

Students receive this award for demonstrating academic excellence and outstanding citizenship. Each teacher chooses one student in each class to receive this award.

### Subject Awards

Students can earn the Subject Award for a specific subject area for academic excellence as well as exhibiting outstanding effort and citizenship. Subject awards include: language arts, math, social studies, science, and electives.

### Spelling Bee

Students receive this award for placing first or second place at the Vineyard Spelling Bee.

## EIGHTH GRADE AWARDS

### PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE-Gold

This award recognizes academic success in the classroom. To be eligible, students must meet specific requirements for GPA, state assessment scores, and school-set criteria. All students receiving this award in 8th grade must meet the requirements below:

- GPA of 3.5 or better Cumulative GPA for all of 7th grade and for the first three quarters of 8th grade.
- Scored "Standard Exceeded" on the English Language Arts and/or Math CAASPP for 7th grade.

### PRESIDENT'S AWARD FOR EDUCATIONAL ACHIEVEMENT-Silver

This award recognizes students who show outstanding educational growth, improvement, and/or commitment/intellectual development in their academic subjects, but do not meet the criteria for the Educational Excellence Award. *Specific criteria for this award are developed at each individual school site.*

### CJSF AWARD

This award recognizes students who meet the CJSF criteria (stated above). At the beginning of each school year, membership is open ONLY to eighth grade students, and eligibility is based on the last year's report card (final semester). Seventh graders may apply for membership at the beginning of the second semester of their seventh grade year. Membership drives are conducted twice a year.

### CJSF HONOR AWARD

Students with THREE semesters of membership are recognized as CJSF Honor Members. These students are recognized at both the Eighth Grade Awards Assembly and at Promotion.

### Rancho Cucamonga Women's League Award

This award recognizes two students for being the most improved.

## STUDENT INVOLVEMENT

### CLUBS

VJH has a wide range of clubs catering to a variety of interests. Students will have the opportunity to join clubs throughout the year and most meet at the end of the school day. Some clubs only accept new members at the beginning of the year. Others accept new students all year long. Please see the club advisor for details.

### DANCES

We have several dances throughout the year. Tickets will be sold at the Student Store before the dance. Students on the restricted list are not eligible to attend. During the dance, backpacks are stored in designated areas. Students are not allowed to return to the backpack area until the dance is over and should bring any snack bar money/anything they need with them. All dance rules, including but not limited to those below, must be followed at all times:

- Appropriate dancing only without bodies touching.
- Stay within the boundaries of the MPR and use MPR restrooms only.

- Respect the decorations.
- Students must stay until the end of the dance. No one may leave early.
- Students must be picked up/walk home within 15 minutes of the end of the dance.
- Cell phones must be turned off and stored in their backpacks.

### SPORTS

We offer multiple after school sports opportunities throughout the year including volleyball, football, soccer, basketball, and track & field. Information meetings and/or tryouts will be announced prior to the start of practices. All students must have a signed athletic card and "Heart in the Game" form turned in to the coach prior to the first day of try-outs.

## BEHAVIOR & EXPECTATIONS

### POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Vineyard is proud to be a **P**ositive **B**ehavior **I**nterventions and **S**upport (PBIS) school. Schoolwide and classroom behavior expectation matrices are reviewed, posted throughout the campus, and are supported by all staff members. Students attend behavior and safety assemblies throughout the year. To reinforce positive behavior, students receive PBIS tickets and are entered into monthly drawings for rewards. In addition, students are recognized weekly as "PBIS Students of the Week" for following the school-wide behavior expectations.

### PBIS SCHOOL-WIDE BEHAVIORAL EXPECTATIONS:

We are Respectful
We are Responsible
We are Relational

### PBIS STATEMENT OF BEHAVIORAL PURPOSE

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

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

## Vineyard Junior High - TIER 1 PBIS

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

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

## Vineyard Junior High - TIER 2 PBIS

- Check in/out

- Daily Monitor Sheet
- Silent Mentors
- Counseling Referral
- Social Skills Groups
- Loss of privileges
- Counseled by administration
- Contact parent/guardian
- Parent/Guardian/Teacher conference
- Reflection
- Detention

## Vineyard Junior High School-Wide Behavior Matrix

| | Respectful | Responsible | Relational |
|---|---|---|---|
| **All Settings** | • Be kind by listening and supporting others<br>• Respect others' property and space<br>• Use appropriate voice level and language for location and context | • Follow school rules and safety guidelines<br>• See Something - Say Something<br>• Keep hands and feet to yourself<br>• Follow ALSD Technology Use Guidelines<br>• Cell phone must be turned off unless given adult permission | • Help and include others • Support others and show empathy<br>• Interact positively with others and be a team player |
| **Hallways**<br><br>**Lunch Area**<br><br>**Blacktop & Fields**<br><br>**Bathrooms** | • Use quiet voices<br>• Be helpful and kind to others<br>• Wait your turn<br>• Throw trash away and leave your area clean<br>• Finish food before leaving<br>• End play when bell rings<br>• Take care of equipment | • Be on time<br>• Walk safely and directly to Destination<br>• Keep hands and feet to yourself<br>• Eat your own food<br>• Stay seated at your table<br>• Wait to be dismissed<br>• Use equipment appropriately and follow safety procedures<br>• Keep hands and feet to yourself | • Excuse yourself if you bump someone<br>• Help others in need<br>• Welcome anyone to join your group/table<br>• Respect personal space<br>• Use good manners<br>• Be welcoming to all students<br>• Interact positively with others and show sportsmanship<br>• Honor and respect privacy<br>• Take turns<br>• Be kind to others |

| | | | |
|---|---|---|---|
| | ● Keep it clean<br>● Keep it graffiti-free<br>● Use only for appropriate reasons | ● Use before and after class and during breaks<br>● Always wash hands<br>● Leave backpacks outside<br>● Cell phone must be turned off | |
| **Library & Computer Lab** | ● Use quiet voice<br>● Follow adult directions<br>● Leave area clean | ● Be on task<br>● Follow ALSD Technology Use Guidelines<br>● Take care of equipment | ● Be considerate of others<br>● Follow computer etiquette<br>● Use Google Suite appropriately |
| **MPR/ Assembly** | ● Be engaged and interested<br>● Sit appropriately<br>● Listen to the speaker | ● Enter and exit MPR quietly and safely<br>● Sit where instructed<br>● Follow adult directions | ● Be positive with those around you<br>● Respect personal space<br>● Help and include others |

## REQUEST FOR ASSISTANCE

We understand that families may have concerns about their student's academic progress, attendance, or social-emotional well-being. To help ensure timely support, we encourage families to use our Request for Assistance form, which can be found on our school website. This form allows parents and guardians to share concerns related to academics, attendance, school experiences, personal issues, or social-emotional needs. Once submitted, a designated staff member will review the request and respond within three business days to help address the concern. Our goal is to partner with you to ensure every student feels supported and successful at school.

Please note: This form is not intended for emergencies. If your concern requires immediate attention or is urgent in nature, please contact the school office directly or call 911 if appropriate.

## CLIMATE AND FEEDBACK SURVEYS

At our school, we value the voices of our students and families. Parent feedback plays a vital role in helping us create a safe, welcoming, and effective learning environment. Each year, we administer climate surveys to students to better understand how they feel at school. These surveys are conducted at least once per year and are designed to gather insight on students' sense of belonging, safety, and overall school experience. Please note that these surveys do not include any personally identifying or intrusive questions. They are anonymous and used solely to guide improvements in our school culture and climate. In addition to student surveys, family climate and feedback surveys will also be sent home during the school year. We encourage all families to participate and share their perspectives, ideas, and concerns. Community feedback helps shape our programs, policies, and practices. By providing parent input, it helps us build the best possible environment for all students to learn, grow, and thrive.

## BULLYING

According to Ed Code 48900, bullying is any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2. Our goal at VJH is to provide a safe and productive educational experience. One of the deterrents to that goal is bullying. Students who bully will be investigated, counseled, and placed on a progressive discipline and consequence plan. Please see the Anti-Bullying Contract on page 15 of this handbook.

## VIKING ANTI-BULLYING CONTRACT

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

What is bullying?

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

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

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

### *Viking Anti-Bullying Contract*

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

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

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

## ELECTRONIC DEVICE POLICY

Any electronic signaling device used during the school day will be confiscated and returned to the parent(s)/legal guardian(s) of the student. Signaling devices: smart watches, gadgets, cellular phones, meta/electronic glasses and electronic tablets. BP 5131.8 Mobile Communication Devices

## DISTRICT-ISSUED CHROMEBOOKS

Chromebooks will be assigned to all students as part of their instructional materials to be used for completing school assignments. They will be carried from classroom to classroom to serve as an educational resource. Students will also take their Chromebook home so they will have access to digital learning outside of the school building.

Students assume full responsibility for the device both during the school day and at home. Any intentional or unintentional damage will be the responsibility of the student and parent/guardian. (BP 6161.2)

## CELL PHONES/AIRPODS/SMART WATCHES

Students may have cell phones and smart watches on campus. However, in accordance with California Assembly Bill 3216, Phone-Free School Act, they must be TURNED OFF (not on silent/vibrate mode) and stored in their backpacks while on campus or at school activities. If students need to use the phone for any reason, they may go to the office and make a call after requesting permission from a staff member. If a student is using a cell phone, smart watch, Air Pods, and/or electronic device (any of its functions) for any reason, it will be confiscated, labeled with the student's name, and placed in the office. A parent/guardian must pick up confiscated phones/electronics. Neither VJH nor the Alta Loma School District is responsible for lost, stolen or damaged cell phones. If a student is using a cell phone, smart watch, Air Pods, and/or electronic device (any of its functions) for any reason, the following consequences will be imposed:

**FIRST OFFENSE** (Documented in student discipline record)
Confiscation—staff member turns phone/smart watch/device in to the office
Student may pick up phone/smart watch/device in office at the end of the day

**SECOND OFFENSE** (Documented in student discipline record)
Confiscation—staff member turns phone/smart watch/device in to the office
Parent/guardian must pick up phone/smart watch/device in office

**THIRD OFFENSE** (Documented in student discipline record)
Confiscation—staff member turns phone/smart watch/device in to the office.
Student will serve 1 day of lunch detention
Parent/guardian must pick up phone/smart watch/device in office

**FOURTH OFFENSE** (Violation will be recorded in student discipline record)
Confiscation—staff member turns phone/smart watch/device in to the office
Student will serve 1 day of after school detention
Parent/guardian must pick up phone/smart watch/device in office

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

## CAMERAS

Cameras, including those on cell phones, are prohibited on campus and may not be used at any time. Any filming/photographing on campus that is not expressly authorized by a teacher/staff member is considered a violation of cell phone/electronic devices policy and may result in disciplinary action.

## VJH STUDENT GUIDELINES FOR DRESS

Students are encouraged to wear appropriate school clothing. A student may not remain in the classroom dressed in a manner which:

1. Creates a safety hazard for said student or for other students;
2. Constitutes an unnecessary distraction to the learning process;
3. Tends to disrupt the campus order; or
4. Is in conflict with the District's goals and philosophy of the prevention of substance abuse and gang activity.

Parents have the primary responsibility to see that students are properly attired for school. School personnel have

the responsibility for maintaining proper and appropriate conditions conducive to learning. The following are guidelines for clothing selection:

1. Hats, caps, or warm weather gear are allowed for warmth and sun protection.
2. Attire that advocates or advertises any type of alcohol, drugs, racial slurs, hate language, profanity, sexual content, nudity violence, or acts which are illegal, obscene, or hazardous to one's health is not allowed.
3. Gang affiliated attire that is worn or altered in such a way as to identify students with gangs is not allowed.
4. Low or high-cut garments, strapless or off the shoulder tops, bare midriffs, see-through clothing, tops with thin straps (less than 1" wide), shorts, pants, skirts, or oversized clothing exposing posterior or that does not cover undergarments are not allowed.
5. Pajamas may not be worn at any time.
6. Proper footwear must be worn at all times for safety reasons. Sandals may be worn, but they must have a back strap. No flip-flop styles, slides or slippers are allowed. Sandals may not be worn during physical education.
7. Make-up, hair styles, and dress cannot be disruptive to the learning process.
8. Attire, including clothing, jewelry, and other accessories, which is deemed a safety hazard to the wearer or others is not allowed.
9. Glasses, other than prescription, shall not be worn inside school buildings.

All students are expected to comply with the District dress code. School personnel are responsible for enforcing the dress code when students are on campus or at a school function. A student who violates the dress code will be asked to correct the violation. This may include:

- Removing the accessory
- Turn the clothing inside out, or wear school provided attire
- Have other clothing brought from home
- Disruptive hair/make-up correction

The following consequences for violating dress code will be imposed:

**FIRST OFFENSE** (Documented in student discipline record)
Student will be issued a citation.
**SECOND OFFENSE** (Documented in student discipline record)
Student will be issued a citation.
Student will serve 1 lunch detention
**THIRD OFFENSE** (Documented in student discipline record)
Student will be issued a citation.
Student will serve 1 day after school detention (1 hour each day)
**FOURTH OFFENSE** (Documented in student discipline record)
Same as above
**FIFTH OFFENSE** (Documented in student discipline record)
Same as above

**GUM/FOOD POLICY**

To maintain a clean, safe, and distraction-free learning environment, **chewing gum is not permitted anywhere on school grounds, including classrooms, hallways, and buses.** Gum can cause costly damage to school property, create sanitation issues, and disrupt the educational process. Food is generally not permitted in classrooms. **An exception is made only when a teacher explicitly allows food for specific reasons** (such as a classroom celebration, a learning activity, or documented medical needs). We appreciate the cooperation of all students and parents in keeping our campus clean and focused on learning. Students found chewing gum or eating in class without permission will be asked to dispose of it immediately, and repeated infractions may result in minor disciplinary action. The following consequences for gum and food violations will be imposed:

**FIRST OFFENSE** (Documented in student discipline record)
Student will be issued a citation.

**SECOND OFFENSE** (Documented in student discipline record)
Student will be issued a citation.
Student will serve 1 lunch detention
**THIRD OFFENSE** (Documented in student discipline record)
Student will be issued a citation.
Student will serve 1 day after school detention (1 hour each day)
**FOURTH OFFENSE** (Documented in student discipline record)
Same as above
**FIFTH OFFENSE** (Documented in student discipline record)
Same as above

## SUIT CUT POLICY

Students are expected to bring their PE clothes for PE each day. If they do not have them, they will receive loaners and the following consequences could be implemented:

**FIRST OFFENSE** (Documented in student discipline record)
Student will be issued a citation.
**SECOND OFFENSE** (Documented in student discipline record)
Student will be issued a citation.
Student will serve 1 lunch detention
**THIRD OFFENSE** (Documented in student discipline record)
Student will be issued a citation.
Student will serve 1 day after school detention (1 hour each day)
**FOURTH OFFENSE** (Documented in student discipline record)
Same as above
**FIFTH OFFENSE** (Documented in student discipline record)
Same as above

Each subsequent suit cut may result in after school detention. Each semester the suit cut history will be cleared.

## RESTRICTED LIST POLICY

Activities such as dances, sporting events, extracurricular field trips, and after school activities are all privileges that VJH students enjoy. Students on the Restricted List will not be permitted to attend any such special school activities. A Restricted List runs from grading period to grading period. Students will be added to the Restricted List for the following reasons:

- GPA below a 2.0
- Quarter Report card, Deficiency Notice, or Semester Report card with an "F" in any class or 2 or more marks of an "N" or a singular "U" in Citizenship.
- Chronically tardy to school (5+ tardies in a grading period)
- Chronically tardy to class (5+ tardies in a grading period)

## RESTRICTED LIST RELATED TO SUSPENSIONS

Students who are suspended or have an OMC (Other Means of Correction) will be placed on the Restricted List for a minimum of 10 school days. If multiple days of suspension are assigned, students will be placed on the restricted list for a minimum of 10 additional days for each day of the suspension. For example:1 day Suspension = minimum of 10 school days on Restricted List; 2 days Suspension = minimum of 20 school days on Restricted List, etc. If an eighth grade student receives an other means of correction, is considered habitually tardy and/or chronically absent, *is deemed to be a chronic behavioral concern,* or is suspended during the second semester, they may be removed from all extracurricular activities at administration's discretion due to behavior, academic/attendance, and/or safety concerns.

### RESTRICTED LIST RELATED TO "F" GRADES OR CITIZENSHIP MARKS

Student grades and citizenship will be checked at the end of each grading period— quarter, deficiency notices, and at the end of each semester. Students may be added or removed from the Restricted List at these times.

- Discipline Restricted List assignments will start the day the discipline was administered.
- If repeated offenses occur while the student is on the Restricted List, assigned time will be served consecutively.
- A student may not be eligible to be removed from the Restricted List if that is part of his/her Behavior Contract.

## CONSEQUENCE POLICIES

### GENERAL POLICIES

VJH utilizes a tiered approach to student discipline. The following consequences ***may*** be a part of a tiered response to inappropriate student behavior. Consequences may vary and are not listed in a sequential order. As necessary, administrator/staff will investigate, analyze, and/or provide feedback to correct student behavior.

*Referral to Office - Teacher*

- Parent/guardian contacted by the teacher
- Timed out of class for one period or detention
- Referral Notice sent home

*Referral to Office - Administration*

- Parent/guardian contacted by administration
- Timed out of class for one period or detention assigned (lunch or after school)
- Referral Notice sent home

*Counsel:*

- Administrator/staff investigates, analyzes, and/or provides feedback to correct student behavior.

*Conduct Code Citation:*

- For minor infractions such as gum chewing, dress code violations, disrespect, etc.
- May result in documented warnings, lunch Detention, and/or behavior contracts.
- Excessive citations may result in referral to an administrator and/or additional consequences.

*Other Means of Correction:*

- Assigned by an administrator.
- Specific consequences associated with other means of correction may vary; consequences may include (but are not limited to):Time Out of class, no-contact contracts, lunch and or after school Detention, etc. ● Parent/guardian contacted by administrator and notice sent home.
- Placement on the Ineligibility List for a duration determined by an administrator.

*In School Suspension:*

- Assigned by an administrator.
- Parent/guardian contacted by administrator and notice sent.
- Student remains in the office for the duration of the school day for the assigned date(s).
- Classwork is provided by student's teachers.

*Out of School Suspension*

- Parent/guardian contacted by administrator and notice sent.
- Student must remain off-campus for the duration of the out of school suspension.
- Classwork is provided by the student's teachers.
- Additional information below.

*Expulsion from School: (referred by Administrator and Expulsion Review Panel, School Board Review)*

- Parent/guardian contacted by administrator; suspension notice sent home.
- Meeting arranged with a District Administrator to extend suspension.
- District Office, Expulsion Review Panel, School Board recommendations.

*Repeated disciplinary actions may lead to a referral to the:*

- Office for investigation of circumstances
- Detention, in-school or out of school suspension, revocation of transfer (if applicable), administrative transfer to another school/program, or recommendation for expulsion.

- The School Resource Officer from The San Bernardino County Sheriff's Department may be contacted (EC 48924).

## SUSPENSION/EXPULSION

Suspension is the removal of a student from ongoing instruction for safety and adjustment purposes. Reasons for suspension are set forth in Education Code 48900. A pupil may be suspended from school or recommended for expulsion if the pupil has:

- Caused, attempted to cause, or threatened to cause physical injury to another person. ● Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object. ● Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or intoxicant of any kind.
- Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, intoxicant of any kind, or a substance represented as such.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stolen or attempted to steal school property or private property.
- Possessed or used tobacco, or any products containing tobacco or nicotine.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Possessed or offered, arranged, or negotiated to sell any drug paraphernalia.
- 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. ● Knowingly received stolen school property or private property.
- Possessed an imitation firearm.
- Engaged in sexual harassment such as unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.
- Caused or attempted to cause, threatened to cause, or participated in any act of hate violence. ● Intentionally engaged in harassment, threats or intimidation.
- Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- Aided or abetted the infliction or attempted infliction of physical injury to another person. ● Terrorist threats against school officials or school property, or both.
- Engaged in an act of bullying including but not limited to bullying by means of an electronic act.

A pupil may be suspended or expelled for acts that are related to a school activity or attendance that occurs at any time, including, but not limited to, any of the following: While on school grounds; while going to or coming from school; during the lunch period whether on or off the campus; and/or during, or while going to or coming from, a school sponsored activity as per Education Code 48900(s).

## DISCIPLINE RELATED TO PROMOTION CEREMONY

A student's participation in the Promotion Ceremony may be revoked by the administration at any time. This action could result from issues such as poor attendance, behavioral incidents, safety concerns, or other deemed unacceptable factors. (See Promotion Requirements)

A student's participation in the Promotion Ceremony may be revoked at any time by school administration due to concerns such as excessive absences, behavioral issues, safety concerns, or other circumstances at their discretion. See Promotion Requirements on pg. 10 for additional details.

## TECHNOLOGY

Technology and access to the internet are provided to be used in support of research and educational objectives consistent with the goals/policies of the Alta Loma School District. Students may only access technology/internet after a parent/guardian has provided permission through the annual Infinite Campus Forms process and are

expected to follow all rules pertaining to internet and technology use. These rules include, but are not limited to the following:

- Students will not attempt to gain unauthorized access to websites or emails beyond those permitted.
- Students will not post personal contact information about themselves or other people.
- Students will not modify hardware or software, change system settings, change file names, download software, or delete files not specifically authorized by a faculty member.
- Students will not use obscene, vulgar, rude, threatening, disrespectful language or personal attacks including those that are prejudicial or discriminatory.

## VIKING CODE OF CONDUCT

### STUDENT RESPONSIBILITIES

The Viking Code of Conduct applies to all school activities. These rules are designed to allow the school to meet its obligation to educate students and maintain a safe and orderly environment. To achieve this goal, students are required to follow these rules.

### YES, I WILL:

- Respect ALL staff and follow ALL directions given
- Respect property and the rights of others
- Come prepared to learn with proper supplies
- Walk to and from class during passing periods
- Follow health and safety rules (no jaywalking, cutting through parking lots, spitting, running on campus, etc.)
- Keep my hands and feet to myself, "Hands-Off" (No pushing, hitting, or physical contact of any kind, including play fighting, pulling on backpacks, faking to hit, holding hands, kissing, etc.)
- Put all litter and trash in the trash cans, especially at the conclusion of lunch
- Do all of my own work; copying, plagiarizing, and cheating are prohibited
- Enter school and go directly to the quad/lunch shelter, and remain within the yellow lines
- Exit campus and grounds within 10 minutes of the end of the school day or school activity
- Remain on campus from the time of arrival until dismissal unless checked out through the office

### NO, I WILL NOT:

- Bring gum to school or chew gum on school grounds
- Eat candy except at lunchtime or when given teacher permission
- Take food or drinks out of the lunch areas unless given teacher permission
- Bring cameras, iPods, radios, electronic devices, laser pointers, toys, cards, skateboards, roller blades, fake/imitation weapons or other playthings to school. If an object has no academic purpose, leave it home
- Bring dangerous objects of any kind
- Ride bicycles, skateboards, or roller blades on campus before, during, or after school
- Mark-up or damage school, staff, or another students' property
- Bring candy or other items to school for sale
- Leave class without a hall pass provided by a staff member
- Use cell phones/earbuds/Smart Watches before, during, or after school on campus (unless directed by my teacher in the classroom). This includes as students enter school, leave school, passing periods, lunch time, and when using restrooms. Cell phones are not to be used, visible, or turned on during school hours and school activities (unless directed by the teacher).
  *CELL PHONES/EARBUDS MUST BE TURNED OFF AND KEPT IN STUDENT'S BACKPACK!*

## ACADEMIC HONESTY POLICY

#### ACADEMIC HONESTY IS…

- Using the Internet and other library materials for insight and research. Reword and paraphrase to record information.

- Working together and discussing an assignment with classmates to develop ideas then writing papers and completing assignments independently.
- Studying for tests with notes. Sharing ideas/notes on the material with classmates to prepare for quizzes or tests.
- Making sure not to share test information with other students after taking the test.
- Taking responsibility for a missing assignment.
- Making sure your parent/guardian signs paperwork that requires a signature.

**ACADEMIC DISHONESTY IS...**

- Copying words, using computer-generated phrases or sentences from any source including A.I. programs, classmate's papers, notes, projects, lab notes, essays, computer resources and worksheets.
- Using any type of aide to assist during tests beyond what is allowed by the teacher (cheat sheets, text messages, wandering eyes, talking, falsifying scores, etc.)
- Sharing test or quiz information between classes or at lunch.
- Having someone else sign school paperwork that requires parent/guardian signature.

**CONSEQUENCES FOR ACADEMIC DISHONESTY:**

- *First Offense:* Consult with the teacher who assigns consequences and contacts parent/guardian. Grade may be affected.
- *Second Offense:* Consult with teacher and parent/guardian contact made. Teacher may assign discipline or refer students to the office. Grade may be affected.
- *Third Offense:* Consult with teacher and parent/guardian contact made. Teacher may assign discipline or refer students to the office. Grade may be affected.
- *Additional Offenses:* Consult with teacher and referral to office for discipline.
- First Office Referral will result in an Assigned Extra Period; Additional Office Referrals will result in additional Assigned Extra Period(s), Other Means of Correction, and/or Suspension.

## ALTA LOMA SCHOOL DISTRICT MATHEMATICS PLACEMENT PLAN

Senate Bill 359 (Chapter 508, Statutes of 2015), known as the California Mathematics Placement Act of 2015, was signed by Governor Jerry Brown on October 5, 2015, and took effect on January 1, 2016. The bill requires that the District's governing board adopt a Mathematics Placement Plan to address the following:

1. Provide a system of multiple objective academic measures of student performance that will be taken into consideration for the placement of those students entering seventh (7th) and eighth (8th) grade.
    - Multiple measures to include CAASPP scores (grades five (5), six (6), and when appropriate, grade seven (7)), District benchmarks, SBAC Interim Assessments, placement screening assessments, classroom assignments, grades, and teacher recommendations.
2. Include at least one placement checkpoint within the first month of school to ensure the student is accurately placed and to permit reevaluation of individual student progress.
    - The placement checkpoint may include progress on i-Ready Diagnostic, end-of-the-unit lesson and assessment performance, as well as grades and other classroom indicators. A School Site Administrat*or* and classroom teacher will meet to determine if the student is properly placed.
3. Require an annual examination of student placement data to ensure that students are not held back on the basis of race, ethnicity, gender, or socioeconomic background. Results of the data findings are to be reported to the governing board.
    - Students with a G.A.T.E. designation and/or those who have demonstrated high achievement in mathematics through assessment or coursework will be placed in an accelerated program in seventh grade in preparation for placement in the Integrated I Math course in the eighth (8th) grade.
4. Offer a clear and timely recourse for each student and his or her parent or legal guardian who questions the student's placement.
    - Parents and students are notified of appropriate procedures for requesting a change in placement in the parent and student handbook and on the District and site websites. Parents or legal guardians will be provided the

opportunity to meet with a School Site Administrator and classroom teacher to discuss questioned placement decisions.

5. Address the consistency of placement policies between elementary and high school districts.
    - Alta Loma School District will provide a copy of the approved Mathematics Placement Plan to the high school district and maintain ongoing communication to ensure proper placement of incoming ninth (9th) grade students.

# VINEYARD JUNIOR HIGH SCHOOL
## Alta Loma School District

# Parent and Family Engagement Policy

### SCHOOL ENGAGEMENT POLICY

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

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

### ALSD FUNDS PARENT LEARNING AND ENGAGEMENT OPPORTUNITIES

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

- At the school site, families can engage in PTSA events, parent information meetings, School Site Council, sport events, and more.

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

Allotted Title I funds support the District Family Engagement Liaison. The District Family Engagement Liaison

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

## BUILDING CAPACITY FOR PARENT ENGAGEMENT

The Vineyard Junior High staff is committed to partnering with the school community to assist parents in understanding academic content and achievement standards and assessment and how to monitor and improve the achievement of their children. Material and training will be provided to help parents work with their children to improve their children's academic achievement, study skills or learning in various academic subjects. Staff will work to make regular homework assignments that require students to discuss with their families what they are learning in class. A directory of community resources and activities that link to student learning skills and talents are available on the ALSD website. Parents will be offered workshops to inform families of the high expectations and standards children are expected to meet each grade level and language blended learning software is available for both home/school use. Instructional Teachers on Special Assignment, TOSA's, provide parent training on content software and parent portal access throughout the year.

## SHARED RESPONSIBILITIES BETWEEN SCHOOL AND PARENTS

Vineyard Junior High will educate teachers, instructional support staff, and other school leaders and staff, with the assistance of parents and families, in the value and utility of contributions of parents and families, and how to reach out to, communicate with, and work with parents and families as equal partners, implementing and coordinating parent and family programs to build ties between parents and families, and academic achievement. Roles will be created for parents on all decision-making and advisory committees to ensure that all students meet the expectations set forth in the CA Common Core State Standards.

- School Site Council
- PTSA
- Professional Development
- Parent information meetings
- District wide committees- Including DELAC, LCAP Advisory

The LCAP Stakeholder surveys annually will identify District strengths and relative weaknesses, as well as to identify volunteer interests, talents and availability, matching these resources to school programs. A volunteer recognition program will acknowledge activities such as events, certificates, and thank yous.

Parents will be informed of VJH communication systems and how to remain up to date using these communication systems. VJH will coordinate and integrate parent and family involvement programs with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent and family resource centers that encourage and support parents and families in more fully participating in the education of their children.

At Title 1 schools, the School-Parent Compact will list District and school improvement goals and describe the "in the classroom" and "at home" strategies for teachers, parents, and students to implement.

## OUTREACH

Through school-community partnerships, access will be available to facilitate families' community-based programs (e.g., health care and human services) to ensure that families have the resources to be involved in their children's education. School-business partnerships will be established to provide students mentoring, internships, and experiential learning opportunities, as well as connect students and families to service learning projects. Community partners will be invited to share resources at annual open houses or parent-teacher conferences, and

during critical transitions such as pre- school/Transitional Kindergarten to Kindergarten, sixth grade to junior high, and eighth grade to high school. See District Website for available resources: https://www.alsd.k12.ca.us

## ADOPTION

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