



SCHOOL INFORMATION SHEET 2019-2020

Welcome to Valadez Middle School Academy! We hope that this information will answer most of your immediate questions about the school. Please become familiar with our policies and procedures so that your student(s) will have a safe and enjoyable school year. Feel free to call us with questions or concerns at (714) 986-7440.

FIRST DAY OF SCHOOL – The first day of school is **Tuesday, August 27, 2019**. Students must report immediately to the blacktop.

BACK-TO-SCHOOL NIGHT – will be held **Tuesday, September 17, 2019 at 6:15 p.m.** You will follow a shortened version of your student's schedule and hear brief presentations by your student's teachers. We hope you will take advantage of the opportunity to become acquainted with the teachers and learn about their plans for the school year.

OPEN HOUSE – will be held **Tuesday, April 16, 2020 at 5:30 p.m.** Come and see us showcase our school!

HOLIDAYS – There will be **no school** on the following days:

September 2 – Labor Day	January 24 – End of Semester Grading Day
November 11 – Veterans Day	February 10 – Lincoln's Birthday
November 25 – 29 - Thanksgiving Holiday	February 17 – Presidents' Holiday
December 23 – January 3 – Winter Recess	April 06 – April 10 – Spring Recess
January 20 – Martin Luther King Jr. Day	May 25 – Memorial Day

MINIMUM DAYS AND NON-STUDENT DAYS: (EARLY DISMISSAL IS AT 1:00 P.M.)

August 30 – Non Student Day	January 20 – Non Student Day
September 02 – Non Student Day	April 03 - Minimum Day
November 01 – Minimum Day	June 10 - Minimum Day
November 25-29 – Non Student Day	June 11 - Minimum Day

PLEASE MARK YOUR CALENDARS NOW!

SCHOOL HOURS – School is in session from **8:40 A.M. to 3:15 P.M.** Since childcare is not offered at Valadez, parents are requested to drop students off **AFTER 8:15 A.M.** Students are to leave campus by 3:20 P.M. unless they are participating in school sponsored after school activities.

STAFF DEVELOPMENT DAYS – On **Mondays**, Valadez Middle School Academy will be on a late start schedule to allow time for staff development. **Every Monday, school will start at 9:10 A.M. and end at 3:15 P.M.** Parents are requested to drop students off **AFTER 8:30 A.M.**

CLOSED CAMPUS – Students are to go immediately to the interior of the campus when they arrive at school in the mornings. Valadez is a closed campus; therefore, students may not leave until the end of the school day unless prior arrangements have been made through the office (see OFF CAMPUS PERMITS).

SCHOOL LUNCHES – Individual items may be purchased a la carte at breakfast, break, and lunch. Students may **pre-purchase** lunches through the cafeteria. Reduced-price and free lunches are available for those who qualify. See the office for an application.

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BUSES – Bus schedules will be available during registration. **School rules apply and will be enforced at bus stops and while riding on the bus.** Students who do not conduct themselves in an appropriate manner will be subject to disciplinary action. **Contact bus transportation at (714) 985-8418 for information.**

BICYCLES – Park and lock your bicycle and skateboard with **YOUR OWN LOCK** in the bicycle compound on the west side of the campus. Bicycles are **NOT** allowed on any other part of the campus, including the fields, at any time. **Bicycles to be WALKED** on the sidewalks and driveways leading to the compound.

CELL PHONES – **Are to be off at all times and put away in backpacks.**
(CALIFORNIA EDUCATION CODE SECTION 48901.5)

First offense, cell phone will be confiscated for the remainder of the day. **Second offense**, Cell phone must be picked up by parent. **Third offense**, cell phone must be picked up by parent, possible in-house suspension, possible 1-5 day off campus suspension, Behavior contract, parent conference and possible school transfer.

SCOOTERS AND SKATEBOARDS – **NOT allowed on campus!**

PARKING LOT/DRIVEWAY – Parents and others who transport students to campus must obey all traffic and parking signs and be **extremely** vigilant. **PLEASE DO NOT PARK IN RESERVED SPACES AT ANY TIME!**

SPIRIT, COLLEGE POLICY/DRESS CODE – **The DRESS CODE will be enforced!** Please refer to the dress code enclosed before purchasing your student's school apparel.

TEXTBOOKS – Every student will receive a set of textbooks to **keep at home** during the school year. Students will be held responsible for the care and return of textbooks assigned to them.

ABSENCES – Parents are asked to call (714) 986-7440 ext. 25030 and connect with the attendance extension before **9:00 a.m. each** day of the student's absence. **Be prepared to leave the student's name, the date, the reason for absence, your name, and your relationship to the student.** Homework may be requested for your student on the third day of absence.

OFF-CAMPUS PERMITS – **If your student must leave campus during the school day for any reason a parent or guardian must come into the office and sign the student out. IN CASE OF EMERGENCY, ONLY ADULTS LISTED ON THE STUDENT'S EMERGENCY CARD WILL BE ALLOWED TO SIGN THE STUDENT OUT.**

DELIVERIES TO SCHOOL – The office will **not** accept deliveries of flowers, balloons, or other gifts for students. Lunches need to be brought to the main office **before 11:00 AM, office staff is not responsible to deliver school lunches to a student.** It is required that deliveries be at a minimum as to not interrupt the learning process. **Please advise your child in advance that you will be dropping off lunch in the main office.**

GUM is **NOT PERMITTED** on campus.

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NEW DIRECTORY INFORMATION – Please notify the school office if your address or any of your phone numbers (home/work/cell) change at any time during the school year. This is very important information and **MUST** be kept updated!

TELEPHONES – Students who have an emergency situation should come to the office for assistance. Cell phones are **NOT** allowed to be on during **any time** of the school day. The office telephone is available for EMERGENCY USE ONLY. Students and parents should make arrangement for after school pickup and other personal issues BEFORE coming to school the next day. The students must ask a staff member for PERMISSION to use the phone for situations which require a call home.

CLASS PLANNERS –Every student will receive a **Valadez Middle School Academy Class Planner** free of charge, and will be required to have the planner in class on a daily basis. Any student who loses the planner will be required to **replace it at a cost of \$5.00.**

GRADING PERIODS – Report cards are mailed home at the end of each quarter and progress reports are mailed quarterly for students who are not performing up to standard.

November 15, 2019 – End of First Quarter April 03, 2020 – End of Third Quarter
January 24, 2020 – End of Second Quarter June 11, 2020 – End of Fourth Quarter

SMART TIPS FOR A SUCCESSFUL SCHOOL YEAR

- Report to classes prepared with proper materials every day.
- Read all school information handouts carefully.
- Put forth maximum effort in all of your classes and ask teachers questions if you do not understand.
- Complete all of your assignments on time so you do not fall behind.
- Listen carefully to the daily announcements so you do not miss out on important information. **TALKING IS NOT ALLOWED DURING THE DAILY ANNOUNCEMENTS.**
- Organize yourself with the following materials:
 1. A sturdy backpack.
 2. A three-ring notebook (2-3”) with pocket dividers to organize materials into subject area categories for each class. Trappers or Pee-Chee style folders are not adequate for organizing the volume of materials for middle school.
 3. Lined notebook paper (college or standard rule).
 4. Some instructors prefer the use of spiral notebook.
 5. A zippered supply case, designed for a three-ring binder, that contains:

▪ Pencils	▪ Calculator
▪ Pens (no felt tip markers)	▪ Colored pencils
▪ Eraser	▪ Mini-stapler
▪ Ruler	
 6. Your school class PLANNER (students are required to have the planner in class on a daily basis).
- Know the school rules and procedures.
- Be at the right place, at the right time, doing the right thing!
- Ask a staff member whenever you need help with anything—we are here to assist you.
- Have pride in your school by helping to keep it clean and free of graffiti. PLEASE PUT ALL TRASH IN THE PROPER RECEPTACLES.
- Treat all students and staff members with DIGNITY AND RESPECT—it is expected of you!
- Have a great middle school experience by involving yourself in school activities and being a positive contributor at Valadez

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July 15, 2019



Dear Parents and Students,

It is important for you to know that state legislation is in effect which prohibits sexual harassment of students by staff members or by other students in activities and programs conducted by California educational institutions (California Education Code Section 212.5). Sexual harassment of students can be determined by school authorities to have occurred if *the sexual harassment has the purpose or effect of having negative impact on the affected individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.*

Sexual harassment of students can include, but may not be limited to, the following:

- ❖ Unwelcome leering, sexual flirtations, or propositions
- ❖ Unwelcome sexual remarks, threats, derogatory comments, or sexually degrading descriptions
- ❖ Graphic verbal comments about an individual's body, or overly personal conversation
- ❖ Sexual jokes, stories, drawings, pictures, or gestures
- ❖ Teasing or sexual remarks about students enrolled in a predominately single-sex class
- ❖ Touching an individual's body or clothes in a sexual way
- ❖ Cornering or blocking of normal movements
- ❖ Displaying sexually suggestive objects at school
- ❖ Spreading sexual rumors

Any student who feels that he/she is being harassed should immediately contact the principal or the principal's designee and may file a complaint pursuant to P.Y.L.U.S.D. School Board Policy (1312.2), Uniform Complaint Procedures. Each complaint of sexual harassment will be investigated.

Students who engage in the sexual harassment of anyone may be subject to disciplinary action up to, and including, expulsion from the school district.

Please review the above information with your student. If you have questions regarding the legislation or the P.Y.L.U.S.D. Board Policy and Regulations, please contact me at (714) 986-7440. It is important that we continue to work together to ensure our students a safe and comfortable learning environment.

Sincerely,

Refugio Gracian
Principal

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