“Learning Today for Tomorrow”

Binder Reminder 2016-2017

Cristina Serrano  
Principal

Jim Clemmensen  
Assistant Principal

Eunice Mukasa  
Assistant Principal

Ari Meir  
Assistant Principal, Secondary Counseling Services

5435 Vesper Avenue  
Sherman Oaks, California 91411  
818-267-5900 (Tel.)  
818-909-7274 (Fax.)  
www.vannuysms.org

This Binder Reminder Belongs to:

Name: 

Address:

City: _______________ Zip Code: _____________

Phone: ________________________________
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People To Know

Principal........................................................................ Cristina Serrano
Assistant Principal......................................................... Jim Clemmensen
Assistant Principal......................................................... Eunice Mukasa
Assistant Principal, Secondary Counseling Services......... Ari Meir
Magnet Coordinator......................................................... Joshua Rosenthal
Title I/TSP Coordinator................................................... Brian Teixeira
Counselor........................................................................ Stacy Moscoe
Counselor......................................................................... Martin Crowe
Dean ................................................................................ Mark Hayes
Library Aide........................................................................ ________________
School Nurse...................................................................... ________________
Family Center Director..................................................... Maria Morales
Cafeteria Manager............................................................. Giovanni Grisanti
Financial Manager............................................................ Cecile Roque
Plant Manager...................................................................... Josue Olivares

Clerical Staff
School Administrative Assistant................................. Rosario Hayes
Office Assistant .............................................................. Jason Robert
Office Assistant, Counseling Office......................... Ana Castillo
Office Assistant, Attendance Office......................... Maricela Hernandez
Office Assistant, Attendance Office......................... ________________

My Schedule of Classes

Period  Subject  Teacher  Room
HR            __________  __________  ______
Star          __________  __________  ______
Period 1  __________  __________  ______
Period 2  __________  __________  ______
Nutrition  __________  __________  ______
Period 3  __________  __________  ______
Period 4  __________  __________  ______
Lunch  __________  __________  ______
Period 5  __________  __________  ______
Period 6  __________  __________  ______
Welcome to Van Nuys Middle School, "Home of the Mighty Mustangs"! Our vision, Learning Today for Tomorrow symbolizes the commitment that our teaching staff and support staff have made to developing a positive learning environment in which students are able to achieve success in all areas. Our mission, Each Student Can and Will Succeed in our College-Going Culture is our pledge to prepare our students to be socially and academically ready for high school and have the knowledge base to access a college education.

Middle School is a time to experience many changes. There will be more work and more social contacts. Students are expected to be in class on time and ready to learn. They should always demonstrate pride in their appearance, in the quality of their work, and in maintaining the beautification of our school. Everyone is expected to accept responsibility for their behavior, respect the rights of others and meet the goals that have been set to carry on the tradition of excellence, and make Van Nuys Middle School the best middle school in the LAUSD.

This Binder Reminder has been designed to answer the many questions that you might have about your school and its rules, policies and procedures, all of which are designed to ensure a positive learning environment for you and your friends. All students are responsible for knowing the contents of this Binder Reminder, and for having it with them in every class. The Binder Reminder is the place to record your assignments, your grades, important dates, and other school-related information. It also contains study skills tips, grammar and spelling rules, as well as mathematical rules and equations. Using this Binder Reminder will help you become better organized and more successful in meeting the academic challenges of middle school.

We are looking forward to working with you to have a satisfying and successful middle school career. Our hope is that you will leave VNMS more prepared and knowledgeable to be successful in high school, college, and as an adult.

HISTORY
Van Nuys Middle School has been serving the community for almost 69 years at the current location and over 100 years in the Van Nuys/Sherman Oaks area. Since it opened, it has changed only slightly when it included a Math/Science Magnet School in 1990. We are a Title 1, PHBAO (Predominantly Hispanic, Black, Asian, and other) school with over 20 languages represented. The most commonly used languages are English, Spanish, Armenian, and Korean.

MISSION STATEMENT
Each Student Can and Will Succeed in our College-Going Culture.

VISION STATEMENT
Learning Today for Tomorrow

IMPORTANT DATES 2016-17
For a complete view of our school calendar and other important information, go to www.vannuysms.org.
ACADEMICS

Required Courses – Common Core

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<td>*ACC Math 7</td>
<td>**ACC Algebra 1</td>
</tr>
<tr>
<td>CC Sci/Health</td>
<td>**ACC Math 7</td>
<td>**ACC Algebra 1</td>
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<tr>
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*HACC Math 6 = Highly Accelerated Math 6
**ACC Math 7 and 8 = Accelerated (placement varies)

Elective Courses

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All students have equal opportunities to participate in all classes without any restrictions based on gender, ethnic or racial background, or physical ability.

SPECIALIZED PROGRAMS

Honors/Gifted Programs

Van Nuys Middle School offers programs for students identified as Gifted and High Achieving in the resident school as well as the Magnet and the Valley Environmental Academy. Van Nuys Middle School’s instructional programs for gifted and talented students is based on the principles that all students are to receive an education appropriate to their individual capabilities, interests, and needs, and that students have learning opportunities that help develop their abilities to the highest level.

S.T.E.A.M. MAGNET

Science, Technology, Engineering, Art, Magnet

The Van Nuys Middle School S.T.E.A.M. Magnet was established in 1990 and operates as a school-within-a-school. It is an integrated, multicultural and humanistic approach that emphasizes personal exploration and creative expression, along with developing critical and analytical thinking skills. Students learn about the scientific method through application and experience, the thrill of exploration, change and discovery through hands-on activity-based learning. Entrance into the Magnet is through an online application process. To access an online application go to echoices.lausd.net. The Magnet Office is located in the Main Office at VNMS.

SAS / VEA

School For Advanced Studies
VALLEY ENVIRONMENTAL ACADEMY

The SAS / Valley Environmental Academy is a small learning community focusing on the environment and environmentalism. The Academy offers students a chance to ease their way into middle school by offering a caring, individualized and academically rigorous educational setting. Eligibility is determined by a student’s identification as Gifted. Parents and guardians can fill out an application online at www.vannuysms.org (SAS / VEA Academy)

AVID PROGRAM

Advancement Via Individual Determination

The AVID program targets students in the academic middle, who have the desire to go to college and are capable of completing rigorous curriculum using the will to work hard. Typically, AVID students will be the first in their families to attend college. AVID students are routinely required to enroll in advanced classes, such as honors or when available.

The enrollment process for the AVID elective class requires teacher recommendation and an application. Being an AVID student requires determination and a strong will!
HOMEWORK

Specific homework policies are set by individual teachers and will be communicated to students and parents at the beginning of the school year. When a student is absent, he/she must ask the teacher about any work missed.

Student’s Responsibility - Keep accurate records of assignments in your Binder Reminder, have necessary materials to complete the assignment, follow successful study techniques, apply and practice skills learned in class, strive for the best quality of work possible, and complete and turn in all assignments ON TIME.

It is also recommended that students record the names and phone numbers of other students in their classes in this Binder Reminder, so that you may call on them for help with homework or to check on work assigned during an absence. If you anticipate being absent for three days or more, assignments may be requested by calling the Counseling Office.

ACTIVITIES

Team Activities

All students are assigned to an academic team. Each team may plan its own activities and/or competitions with other teams. Such activities may include field trips, fundraisers, and reward assemblies.

Student Council (Grade-Level)

Each Homeroom selects representative(s) to the Grade-Level Council, which meets as a separate homeroom. The Councils plan fundraisers and activities for their particular grade level. Student Representatives also bring information back to their homeroom, and are responsible for acknowledging birthdays, conducting student surveys, etc.

Special Eighth-Grade Activities

Special activities for eligible eighth graders have included: faculty-student softball game, Grad Night, a Field Day, and the Culmination Ceremony.

Student Body Activities

The Leadership Class plans a variety of activities during the school year. Past activities have included: dances, Birthday Jamborees, spirit days, fund-raising drives, campus beautification, International Dessert Fair, and candygrams. There is an application process to be accepted into the Leadership class.

AFTER-SCHOOL PROGRAMS

BEYOND THE BELL

YS PLUS & YOUTH SERVICES

The after-school program is sponsored by YS Plus and Youth Services and parents must fill out an application. Programs include, but are not limited to, homework club, tutoring, sports, recreational activities, dance, and more. The programs run from the end of the school day until 6:00 p.m. daily.

Due to student-safety concerns, after 3:30 p.m. all students must sign in to the after-school program, whether they are YS PLUS or not. We do not want students waiting in the front of school past 3:30 p.m.

STUDENT AWARDS

Mustang Marvels

"Mustang Marvels" are students who show real effort towards academic improvement, maintain a positive attitude/character, and are helpful. Each week teachers and staff members may submit nominations. The names of selected students are read during the morning announcements and they receive a certificate and a free-dress pass for the following Monday.

High Grade-Point Average (GPA) ≥ 3.5

On A Semester Basis - Students receive certificates for maintaining grade point averages of 3.5, or higher, having 100% attendance, and/or earning all E’s on their final report card.

Eighth-Grade Awards

At the end of the eighth-grade year, students who work hard and show outstanding achievement may qualify for awards which are presented at an annual awards ceremony. These awards include: Department awards, Personal Best awards, Attendance, Citizenship, Presidential Academic Fitness Awards and Honor Roll.
BEHAVIOR STANDARDS / RULES

Students are expected to:

1. Follow the Mustang Method
   • Be Safe
   • Be Respectful
   • Be Responsible
   • Be Kind

2. Treat others with respect and compassion… bullying is not tolerated!
3. Refrain from using profanity, racial slurs, verbal abuse, or engaging in obscene or offensive behavior toward any individual or group.
4. Attend school regularly, be prompt to each class, bring proper materials to class, and meet all classroom responsibilities.
5. Show respect for fellow students and respect the authority of all school employees.
6. Avoid endangering others by unsafe or negligent behavior.
7. Follow the Uniform and Dress Code Policy.
8. Respect private property when walking to or from school.
10. Eat within the marked areas (yellow lines) and to clean up and throw away or recycle all trash.
11. Turn off all electronic devices (such as iPods, cell phones, etc.) and store them out of sight.
12. Stay off the grass areas in the Quad.

Students shall not:

1. Possess or use any weapons (including air, BB, replica guns, knives, pepper spray, or items that can be used as a weapon). Students are subject to arrest and expulsion.
2. Possess, use, or sell: alcohol, drugs, tobacco, paraphernalia, or any other controlled substance.
3. Engage in acts of violence or intimidation, or make threats of violence or physical injury.
4. Commit illegal acts, such as; theft, vandalism, extortion, graffiti, gambling, etc.
5. Damage school or private property.
6. Commit, or attempt to commit, sexual assault or battery.
7. Leave campus without written permission from the Attendance Office.
8. Carry any medications. All medications are to be taken to the Health Office with written instructions from a doctor.
10. Possess white out (liquid paper), scissors, large amounts of money, wallet chains, markers, or other distracting items.
11. Chew gum at school.
12. Ride bicycles, skateboards, scooters, inline roller skates on campus or surrounding sidewalks outside of school.

LAUSD WEAPON POLICY

LAUSD policy states that students of any age or grade level bringing weapons of any kind to school are subject to arrest and expulsion from the School District. This also applies to replica weapons of all kinds (guns, knives, etc.)

Random searches are conducted daily by the administrative staff using a metal detector. Students found with inappropriate or dangerous items will have such items confiscated and the student will be disciplined accordingly. SAFETY IS EVERYONE’S RESPONSIBILITY! IF YOU SEE A WEAPON, REPORT IT IMMEDIATELY!

DETENTION

Students may be assigned detention after school during nutrition or lunch, by a teacher, dean, or administrator. At least one day’s notice to parents will be given if a student is to remain after school. Parent notification is not required for nutrition/lunch detention.

SUBSTITUTE TEACHERS

Substitute Teachers are school employees and must be treated with respect and courtesy. They have the same authority as regular teachers, and students are expected to follow their directions.

BULLYING

Report a bully at “Bully Box” on our website.

Bullying is defined as aggressive behavior that involves an imbalance of real or perceived physical or psychological power among those involved. Bullying behaviors may include verbal: (name-calling, teasing, gossiping, making threats, rude noises, spreading rumors); nonverbal: (posturing, making gang signs, staring, stalking, destroying property, graffiti, gestures); physical: (hitting, pinching, pushing, shoving, kicking, tripping, hair pulling, biting, spitting); emotional: (terrorizing, extorting, intimidating, humiliating, blackmailing, isolating, peer pressure); cyber bullying: (sending insulting or threatening messages by phone, e-mail, or web sites)
The Los Angeles Unified School District is committed to providing a safe working and learning environment. We do not tolerate bullying or any behavior that infringes on the safety or well-being of students, nor will we tolerate retaliation in any form when bullying has been reported.

“See a bully, hear a bully, report a bully!”

NO HARASSMENT POLICY
Includes verbal, physical, and visual.

It is LAUSD policy to maintain a working and learning environment that is free from any form of harassment, including sexual harassment. Such behavior is considered a major offense, which can result in suspension or expulsion of the offending student.

Since this behavior usually occurs when adults are not present, it is important for students to inform their teachers or school personnel when this happens. Each complaint will be investigated promptly and in a way that respects the privacy of all parties concerned. Reports can also be made on the school website in the “Bully Box.” The identity of reporters will remain confidential.

Harassment (bullying), including sexual, can be anything from teasing or racial slurs to physically pushing someone around to intimidate him/her. This also includes “hazing” behaviors.

Prohibited sexual harassment includes, but is not limited to:

Verbal: Offensive comments, jokes, slurs, graphic, verbal comments of a sexual nature or requests for Sexual favors
Visual: Offensive posters, cartoons, graffiti, drawings, objects, or gestures
Physical: Inappropriate touching or blocking another person’s movement

STUDENT SAFETY

Safety Practices

Be considerate of all students:

1. Avoid rough play; it often leads to injury or to a fight.
2. Do not throw any object.
3. Do not climb fences, trees, posts, etc.
4. Walk, do not run, on campus.
5. Use good judgment at all times.

Walking to and from school:

1. Use sidewalks and crosswalks where available.
2. Look in both directions before crossing.
3. Always obey all traffic signals.
4. Do not loiter or “hang out.”
5. Do not go with anyone unless you know them personally.
6. If you see anything suspicious, report it to school personnel or a parent immediately upon arriving at school in the morning.

HATE CRIMES

Attempting, threatening, or participating in an act of hate violence may be grounds for suspension, expulsion, and/or arrest.

EXPULSION POLICY

Students will automatically be recommended for expulsion for the following acts:

• Possessing, selling, or furnishing a firearm [E.C. 48900(b)]
• Brandishing a knife at another person [E.C. 48915(c-2)]
• Unlawfully selling a controlled substance [E.C. 48915(c-3)]
• Committing or attempting to commit a sexual assault or committing sexual battery [E.C. 48915(c-4)]

While we would hope that no Van Nuys Middle School student would face expulsion proceedings, all students and parents need to understand that weapons, drugs, and violence will not be tolerated on school grounds or at school-sponsored activities.

CHILD ABUSE REPORTING

All staff members of our school are identified by state law as mandated reporters of child abuse. Child abuse includes the physical or sexual abuse of a child, neglect, or the willful cruelty or life endangerment of a child. Reporters are protected from identification in order to avoid any inappropriate treatment by others. More information is available in the Counseling Office.
BICYCLE POLICY

Provisions are made to safeguard bikes; however, the school assumes NO responsibility if your bike is damaged or stolen. The privilege of bike riding is permitted as long as reasonable safety is exercised by the rider. Lock bicycles, using a sturdy chain, in the outside bike rack area. Bicycles are not to be ridden on campus, or on adjacent sidewalks, and students are expected to obey all traffic and safety rules. A 1993 California State law requires all children ages 17 and under to wear a helmet when riding a bicycle.

SKATEBOARD / SCOOTER POLICY

Helmets Must Be Worn!

Although students are not permitted to ride scooters or skateboards on campus, there are a limited number of special racks available in the bike area, on a first-come, first-served basis, for locking up scooters and skateboards. Each student is responsible for providing a lock. The school assumes no responsibility for damaged or stolen scooters or skateboards.

CHARACTER COUNTS

Our school community recognizes the importance of character development for all students. Development of these traits defines good character and leads to positive conduct, productive citizenship, and academic excellence. Six Pillars of Character:

- Trustworthiness
- Respect
- Responsibility
- Caring
- Fairness
- Citizenship

VISITOR POLICY

In order to provide a safe, secure, positive learning environment on our campus for all students, staff, faculty, and guests, it is important that parents and/or visitors to Van Nuys Middle School follow these guidelines: obtain a visitor’s pass and indicate the reason for the visit. Parents are always welcome, but are encouraged to make an appointment to see a teacher, other staff members, or visit their student’s classes. Students are not allowed to bring visitors to school.

ATTENDANCE

School attendance is mandatory in California until the age of 18 or graduation from high school. Students are expected to be in school every day, unless they are ill or have a medical or dental appointment.

Our school budget is based on In-Seat Attendance, (we only get money if students are in school). Please make every effort to get to school every day!

School Hours: 8:00 a.m. to 3:05 p.m. (Regular Schedule); 8:00 a.m. to 1:41 p.m. (Tuesday’s, Professional Development Days); 8:00 a.m. to 12:32 p.m. [Minimum Days]

School Absences

When returning after an absence, students must report to the Attendance Office with a signed note from a parent/guardian which includes the date(s) of the absence and the reason. Students are to get their readmit slip PRIOR TO 7:50 a.m. so that there is enough time to get to Homeroom before the tardy tone rings at 8:00 a.m. Waiting until the bell rings may result in an unexcused tardy.

It is the student’s responsibility to find out what work was missed while he/she was absent. If the student will be absent for an extended period of time, (more than three days), the parent/guardian may call the Counseling Office and request work from the student’s teachers.

If a student is absent for more than five days, he/she must see the nurse upon returning to school. Extended absences may affect a student’s academic progress and grades.

Part-day Absence

For their safety and accountability, students may never leave campus without receiving prior permission from the Attendance Office. If you must leave school during the day for an appointment, bring a signed note from your parent/guardian to the Attendance Office before Homeroom. You will be given a pass, which is to be shown to the teacher at the appropriate time so that you may leave class and meet your parent/guardian in the Office to be signed out. IMPORTANT: STUDENTS MAY ONLY BE RELEASED TO A PARENT/GUARDIAN, OR ANOTHER ADULT WHOSE NAME IS ON THE EMERGENCY CARD ON FILE.
Tardy Policy

Students must be in their seat, and ready to work, before the tardy tone starts to ring. The names of students who are tardy will be sent to the Dean’s Office and detention may be assigned.

Truancy Policy

A student is considered truant when he/she is absent from class or school without parent or school permission.

Change of Address

If you move or change your phone number, you must bring a signed note from home giving the new address and/or phone number. If you are moving out of the area and will be attending another school, you must bring a signed note to the Attendance Office at least one day before you check out. You must bring in all textbooks and library books on the last day and clear any debts. Make sure you clean out your hall and PE locker and take home any personal items.

CAFETERIA

Meal Program
Applications for the Federal Meal Program must be filled out at the beginning of each school year. Applications may be obtained at the Attendance Office or online on our school website. It is important for all families to complete an application.

Breakfast in the Classroom (BIC)
All students are provided the opportunity to have breakfast during homeroom each day. There is no charge for this program.

Hours
The cafeteria is open during lunchtime only. Students may purchase or use their meal codes to get their lunch. Also, parents and guardians may put money into a lunch account for their child that can be accessed with a meal code. Please contact the cafeteria manager to put money in your child’s account.

Food Locations

Food may be purchased in the cafeteria, at the hash lines (back of the cafeteria). Snacks may also be purchased from the Student Store.

“See a bully, hear a bully, report a bully!”

COMPUTER USE POLICY

At Van Nuys Middle School you will have access to the Internet. When you use the computers at school, you have a responsibility to use them correctly and appropriately. For that reason, all students will be required to sign an “Acceptable Use Policy” agreement before they will be allowed access to any computer.

“See a bully, hear a bully, report a bully!”

CULMINATION REQUIREMENTS

Each class passed with a grade of “C” or better earns 5 credits. To be eligible to receive the regular middle school diploma and participate in the culmination ceremony, and other culmination activities, students must meet the following conditions:

1. Pass ten of twelve classes on the final report cards in the fall and spring semesters of the eighth grade.
2. Be in attendance for at least four semesters in a middle school or its equivalent.
3. Maintain a satisfactory citizenship record in and out of the classroom

Culmination Activities
To participate in any culmination activities (Culmination Ceremony, Grad Nite, etc.) students must meet the criteria in numbers 1, 2, and 3 above and have no more than 4 points in work habits and/or cooperation on the final spring report card in June. (Work Habits “U’s” count as 1 point and Cooperation “U’s” count as 2 pts.)

Students who qualify academically, but do not meet the citizenship requirements for participation in the culmination ceremony, will receive a certificate (after culmination), which excludes the words “worthy in character and citizenship”.

A student’s participation in the Culmination Ceremony is always subject to review by the Culmination Committee.

In addition, to participate in any culmination activity, students must clear all school-related debts.

**UNIFORM PANTS**

- **Color:** Solid navy blue
- **Style:** Blue denim jeans or uniform-style
- **Condition:** No holes, frays, tears, or oversized
- **Material:** Cotton blend, denim, or twill. Corduroy is permitted.

Pants CANNOT be oversized or have wide legs. They MUST be fitted at the waist and not sag when the belt is removed. Pant legs may be frayed or uncuffed but must be hemmed. Pant bottoms cannot be frayed, split or “bag” around the ankle. Also, no holes in pants. Both pant legs must be worn down. NO SWEATS, OVERALLS, STRETCH, OR WARM-UP SUITS.

**SHORTS**

- **Color:** Solid navy blue
- **Style:** Blue denim jeans or uniform-style
- **NO RUNNING SHORTS, NYLON, MESH, OR ANY STYLE STRETCH SHORTS**
- **Material:** Same as pants

Shorts need to be fitted at the waist and hemmed at the bottom. They must be mid-thigh length or longer and appropriate for school. NO RUNNING SHORTS, NO NYLON, MESH, OR STRETCH SHORTS.

**SKIRTS, SKORTS & JUMPERS**

Color: Solid navy blue

Style: Blue denim jeans or uniform-style

Material: Same as pants - Should be mid-thigh in length or longer and appropriate for school.

**POLO SHIRTS / BLOUSES**

- **Color:** Solid white, navy blue, or hunter green (Spirit-wear shirts available in the Student Store)
- **Style:** Polo (collar with 3 buttons), golf, or button down style and turtlenecks
- **Material:** Cotton or cotton blends
- **Shirts CANNOT be oversized**
  - No tank tops or revealing shirts
  - Shirts must have sleeves and be long enough to cover the midriff.
- **Class shirts may be worn on designated special days**
- **Colored undershirts may be worn under uniform shirt**
- **Other shirts may not be worn over the uniform shirt**
SWEATSHIRTS

Color: Any color is okay. Sweatshirts may have writing or logos on them. Sweatshirts must be fitted and not oversized.

SHOES

Style: Any “closed-toe” shoe. NO slippers or any type of backless shoes. NO shoes that may be a safety hazard.

HAT, CAPS, BANDANAS, & NETS

May not be worn on campus or displayed at any time. [Exception: a Van Nuys Middle School cap may be worn outside for protection from the sun, at parent/guardian request.]

FREE-DRESS DAYS

Throughout the school year, students will earn "Free-Dress" days as rewards for excellent attendance, outstanding grades, etc. On these days, students may wear non-uniform clothing, but must follow the guidelines set out in the uniform guide, for example, no baggy pants, no white t-shirts, no bare midriffs, no tank tops, etc.

ACCESSORIES

Wallet chains are not permitted. Belts CANNOT extend more than 3" past the appropriate belt loop and CANNOT contain any initials or insignias. NO gloves. Combs or picks can not be worn in the hair. In addition, our general Dress Code standards include:

1. No shorts with knee-high socks.
2. No items of clothing which depict any form of profanity, gang identification, violence, drugs, alcohol, tobacco, vandalism, weapons, a sexual act, or is offensive to any gender.
3. No metal-studded leather bands or collars.
4. No exposed sharp objects of any kind may be worn as jewelry on clothing, or back-packs, (e.g. straight, safety pins.)
5. No excessive jewelry.

STUDENTS OUT OF UNIFORM, OR IN VIOLATION OF THE DRESS CODE, WILL BE CHANGED INTO LOANER UNIFORMS, OR A PARENT WILL BE CALLED TO BRING THE APPROPRIATE CLOTHING.

EXTRA CURRICULAR ELIGIBILITY REQUIREMENTS

LAUSD policy requires that a student must maintain at least a “C” average in order to participate in any extracurricular activities. Eligibility is determined by the mid-semester and final report card marks. If a student is found to be ineligible on the final report card in June, he/she will not be allowed to participate in any extracurricular activity until the midterm report card of the next school year. This is important information for 8th graders who are interested in participating in extracurricular activities, especially athletics, in senior high school.

EMERGENCY FORM

Can be downloaded from our website.

You must have Emergency Information on file in the Health/Attendance Office. Forms are available on our website. If you do not have access to the Internet, forms are available in the Attendance Office. Emergency forms must be filled out and signed by a parent or guardian and returned immediately. Please provide two working phone numbers so you can be reached in case of an emergency.

Be advised that we CANNOT release any student to an adult who is not listed on the Emergency Card.

It is the responsibility of the parent/guardian to notify the school, in writing, of any change of name, address, or telephone number.

This information should be brought to the Attendance Office as soon as possible to enable us to keep our records current. All address changes must be verified with a utility bill, (gas or electric), or a lease.
EMERGENCY DRILLS

REMEMBER: THE SAFETY OF EVERY STUDENT IS AT STAKE!

Drills are planned for the safety of students. Silence is necessary throughout the drills so that students can hear the instructions given by their teachers or other adults. In a true emergency, students will be supervised until they are released to a person listed on the Emergency Form.

Earthquake Drop Drill

Purpose: To place each student in a position in the room to avoid falling objects.

Signal: The teacher’s command of “DROP”.

Inside the classroom...
Procedure: Upon command, drop to the knees and immediately get under protective furniture (desk, table, chair) with your back to the windows. Take hold of a solid object (table leg) to ride out the motion. Wait for further instructions. When the teacher feels it is safe, the class will be escorted to the PE field and lined up by room number. Once there, the students will sit down and wait for further instructions.

Outside the classroom...
Procedure: Get clear of all buildings, power lines, walls, large trees, vehicles, etc. Drop to the ground and hold on to an object if possible. Stay in the clear and wait for further instructions.

Fire Drill

Purpose: To place each student in a location of maximum safety

Signal: A series of short, intermittent tones at regular intervals

During class time...
Procedure: Students are to follow the instructions of the teacher who will escort the class to the P.E. field in a quiet, safe and efficient manner. Once on the field, students will line up by room number.

During non-class time...
(before school, nutrition, lunch, passing periods)
Procedure: Students are to immediately walk to the P.E. field in a quiet, orderly manner and line up by their Homeroom number.

Lockdown Drill

Purpose: To place each student in a location of maximum safety.

Signal: One minute, uninterrupted tone

Procedure: When you hear the long tone, move into any classroom or building, (if outside), and remain quietly inside until an adult signals “all clear”.

AT NO TIME DURING ANY DRILL SHOULD THERE BE TALKING, RUNNING OR PUSHING.

ID CARDS

All students will have their photo taken, and an ID card issued at the beginning of the school year. Students should carry their ID card with them while at school, and it may be required for activities on campus.

LIBRARY

To check out books, each student will use his/her Student ID card. A fine is charged each day for overdue books. Gum, Food, or Drink may not be brought into the library. Remember that the library is a place for reading, studying, and doing reference work. Please consider the rights of others. A student ID and Acceptable Use Policy is needed to use computers.

LOCKER POLICY

Each qualifying student will be issued a hall locker and a PE locker to secure their books and personal items. Students will be responsible for learning their combinations and NOT SHARING THAT INFORMATION WITH ANYONE ELSE. Students may only use their hall lockers before and after school, before and after Nutrition, and before and after Lunch. Any misuse of lockers may result in the loss of the privilege. Lockers are the property of the school and may be searched at any time. Problems with lockers should be reported to the Student Store.

LOST AND FOUND

All personal possessions and textbooks should be marked with your name. Found items are to be turned in to the Student Store. Glasses may be claimed in the Attendance or Health Office. Purses, wallets, watches, and money will be held in the Main Office. Students should not leave their belongings unattended, nor should they share their lockers with
others; this will eliminate the need to look for lost articles.

NON-DISCRIMINATION STATEMENT

Van Nuys Middle School complies with all State and Federal laws that relate to issues of nondiscrimination. No student shall be excluded from participation in, denied the benefits of, nor be subjected to discrimination because of the student’s race, religion, national origin, sexual orientation, physical, mental, emotional or learning disabilities or handicap in any educational programs or activities.

OFFICES

Main Office

The Principal and Assistant Principal have their offices within the Main Office. All visitors must report to the Main Office to sign in and get a visitors’ pass. Information about the school may be obtained here.

Attendance Office

Student information records are maintained in the Attendance Office. This office is responsible for all enrollments and transfers, as well as daily attendance. When you are absent, you are to report to the Attendance Office with a signed note from a parent before going to Homeroom. The Attendance Office opens at 7:40 a.m. If you are late to school, and arrive after Homeroom, you must report to the Attendance Office as soon as you arrive. If you forget to bring something to school, a parent may bring the item(s) to the Attendance Office.

Counseling Office

The Counseling Office handles your class schedules, cumulative records from your previous school, progress reports, report cards, and culmination eligibility. Parent/Teacher conferences are also arranged through the Counseling Office. The Counseling Office staff also assists students and parents with academic, social adjustment, and peer relationship issues.

TSP = Targeted Student Population

The Title I/TSP Coordinator is responsible for identifying eligible Title I students, planning and implementing an appropriate instructional program.

Health Office

The Health Office is only for students who are ill or injured at school. If a major problem occurs, parents will be notified and the student will be referred to the appropriate health provider. Students need a pass signed by a classroom teacher or other school personnel before going to the Health Office, except in an emergency.

Circumstances Requiring a Doctor’s Note

1. Return from absence of five (5) or more days, or an absence due to a contagious disease
2. Fractures which necessitate a cast, immobilizer, or crutches at school
3. Any injury requiring medical attention
4. Students who are on medication at school
5. Surgery or hospitalization

Medication at School Policy

The school nurse is unable to offer any treatment or to provide any medication unless it is under the direction of a physician and provided by the parent. If medication is required, a doctor’s note with specific instructions must be on file with the school nurse, along with the LAUSD medication form, completed by the physician and parent and the medication must be left with the nurse in the original prescription container. (E.C. 49423). Students may not carry any medication (prescription or non-prescription) on them during the school day. Medical notes of any type must be left with the school nurse.

PHYSICAL EDUCATION

All Van Nuys Middle School students are expected to participate fully in Physical Education classes. The goal of the PE program is to prepare all students to be “Fit For Life”: physically, mentally, emotionally, and socially. For the sake of health and safety, students are required to dress in Van Nuys Middle School PE clothes, (shorts or sweats, T-shirt, socks and tennis shoes). PE clothes may be purchased at the Student Store. PE folders are also required. More information about the program will be provided by your PE teacher.
Physical Education – Medical Excuses

Please inform your child’s physical education teacher of any medical condition your child may have. The nurse will handle Physical Education excuses for four (4) days or more with a written note from a doctor. A student with a cast or crutches must bring a note from a doctor stating he/she may attend school while in a cast or on crutches. (Notes from parents are not acceptable.)

PERSONAL PROPERTY POLICY

DO NOT BRING VALUABLES TO SCHOOL! The Los Angeles Unified School District does not provide insurance for loss of or damage to the personal property of students.

PLEDGE OF ALLEGIANCE

Each morning, at the beginning of Homeroom, a tape recording of the “Call to Colors” is played over the P.A. system. At this time students stop walking and talking, and stand at attention. This is followed by the Pledge of Allegiance, which is usually led by a Leadership student. When directed, all students will stand at attention in the classroom, face the flag, and recite the Pledge. If no flag is visible, it is customary to face the front of the school, (Vesper Avenue), where the school’s flagpole is stationed. The words to the Pledge of Allegiance are as follows:

I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA, AND TO THE REPUBLIC FOR WHICH IT STANDS, ONE NATION, UNDER GOD, INDIVISIBLE, WITH LIBERTY AND JUSTICE FOR ALL.

PROGRESS REPORT/REPORT CARDS

Students will receive a report card four times each semester. The 5-week Progress Report may only reflect marks of D, Fail, and/or U. Each following progress report will include academic marks, work habits and cooperation grades, along with attendance and tardies. Teacher comments may also be included. The final 20-week report card also indicates all credits earned and becomes part of the permanent record which follows the student until he/she graduates from high school. All report cards will need to be returned to your Homeroom teacher with a parent signature.

STUDENT STORE

The Student Store has available many of the items you will need in school, (e.g. notebooks, pencils, erasers, book covers, compasses, rulers, paper, PE clothes). It is open before and after school and at Nutrition and Lunch. The Student Store also sells snack items, and tickets to school events. The Lost and Found is in the Student Store. All profits from the Student Store are used for the benefit of all students and the school.

SUPERVISION

The school provides supervision of students beginning at 7:40 a.m. and ending approximately 20 minutes after the dismissal bell. The bell to allow students to enter the buildings in the morning rings at 7:40 a.m. After school, students are expected to leave the campus promptly, unless they are enrolled in an after-school program or club, have Detention, or have been asked to remain by a teacher or administrator. Students are to make arrangements with their parents to be picked up promptly. The Main Office is open daily until 4:30 p.m.

STUDENT SUPPLIES

You are expected to come to every class with the proper supplies to do your work. Although individual teachers may require specific items, it is recommended that you have a three-ring, hardcover binder, dividers for each subject, lined notebook paper, at least two sharpened pencils with erasers, at least two blue or black pens, your Binder Reminder, and your PE uniform. For your convenience, supplies are sold in the Student Store. If you are unable to get the necessary supplies, you should tell your Homeroom teacher.
TELEPHONES - OFFICE

Telephones are not for student use. In an emergency, students must get permission from an administrator to use a phone. Students will not be called out of class to receive a phone call. If there is an emergency, parents should ask to speak to an administrator.

Automatic Telephone Dialer

In a continuing effort to communicate with all parents, an automatic computer telephone dialer, (Connect Ed), is used at Van Nuys Middle School. A pre-recorded message will inform parents of their child’s absence, and might include important school news.

“See a bully, hear a bully, report a bully!”

CELL PHONE POLICY

Students may only use personal cell phones before and/or after school. They must be turned off during the school day. If used at any other time, without permission from an adult, they may be taken away and returned to a parent.

TEXTBOOKS

All students will be issued textbooks at the beginning of the school year, or when they enroll. It is the student’s responsibility to have the books covered, to write his/her name on the book label on the inside cover, and to replace, or pay for, books that are lost, stolen, or damaged. Students are responsible for returning books in the same condition as when they were issued. Students may be excluded from special events and activities if they have any debts due to lost or damaged textbooks. Also, report cards will not be issued to a student who owes any debts. Eighth-grade students with outstanding debts will not be allowed to participate in culmination activities unless debts are paid.

TRANSPORTATION

SCHOOL BUSES

Magnet or Special Education

Students will be issued a LAUSD bus pass which must be carried to and from school.

Students who ride a school bus must conduct themselves properly at all times. Failure to do so may result in loss of transportation privileges.

If the bus does not arrive on time, call 1-800-LA BUSES or 1-213-227-4480.

UNIFORM COMPLAINT PROCEDURES

Many programs in our school (Special Education, English Language Development, or Gifted Programs) are covered by the Uniform Complaint Procedures set forth by the Los Angeles Unified School District. Students and parents will receive a District brochure with more information. See an administrator for further clarification.
Be Safe
• Wear your proper uniform
• Follow all school safety rules
• Report weapons on campus
  • Walk in the halls
  • Walk on sidewalks
  • Walk home with friends

Be Respectful
• Treat others the way you want to be treated
• Be respectful of school, community, and personal property

Be Responsible
• Be prepared daily with all the supplies you need
  • Be on time to your classes
  • Accept responsibility for your actions
• Do the right thing because it is the right thing to do
  • Give your best effort in whatever you do
• Be gum and food free in all classes and buildings
  • Make good/positive decisions

Be Kind
• Accept and be tolerant of others
• Help others in time of need
• Speak kindly about others
  • Be a caring friend
<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Duration</th>
<th>Time</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Monday</td>
<td>HR/STAR 8:00 – 8:50</td>
<td>50 min.</td>
<td>HR/STAR 8:00 – 8:50</td>
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<td></td>
<td>Period 1 8:55 – 9:45</td>
<td>50 min.</td>
<td>Period 1 8:55 – 9:45</td>
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<tr>
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<td>Period 3 11:00 – 11:50</td>
<td>50 min.</td>
<td>Period 6 11:00 – 11:50</td>
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<td>Lunch 12:45 – 1:15</td>
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<td>Period 5 1:20 – 2:10</td>
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<td>Period 3 1:20 – 2:10</td>
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<tr>
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<td>YS Plus 3:05 – 6:00</td>
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<td>Tuesday</td>
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<td>Period 1 8:43 – 9:21</td>
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<td>Period 4 10:24 – 11:02</td>
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<td>Period 2 11:00 – 11:50</td>
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<td>38 min.</td>
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<tr>
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<td>Lunch 11:45 – 12:15</td>
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<td>Lunch 12:45 – 1:15</td>
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<tr>
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<td>Period 2 1:03 – 1:41</td>
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<td>YS Plus 3:05 – 6:00</td>
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<tr>
<td>Wednesday</td>
<td>HR/STAR 8:00 – 8:50</td>
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<td>HR/STAR 8:00 – 8:30</td>
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<td>Period 1 8:35 – 9:07</td>
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<td>Period 6 12:00 – 12:32</td>
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<td>Period 1 8:35 – 9:07</td>
<td>32 min.</td>
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<tr>
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<td>Period 6 12:00 – 12:32</td>
<td>32 min.</td>
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<tr>
<td></td>
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<td>YS Plus 12:32 – 6:00</td>
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