



# Union Park *School*

## **School Handbook** **Middle**

2023 -2024

25700 N 21st Ave  
Phoenix, AZ  
85085

623-445-5800

# TOROS

- T EAMWORK MATTERS
- O WN OUR LEARNING AND ACTIONS
- R ESPECT ONE ANOTHER
- O PTIMIZE OPPORTUNITIES FOR GROWTH
- S AFETY ALWAYS

## Mission

Union Park School provides an environment for students to embrace inclusivity and other cultures through the lens of awareness and Spanish language literacy. The learning community works together to inspire and empower innovative insights and rigorous opportunities for academic and social emotional growth.

## Vision

Empowering tomorrow's leaders with second language literacy and fostering extraordinary, motivated, and culturally conscious life-long learners.

## School Features for Middle School Students

### Extra-Curricular and Sports

- Boys & Girls Volleyball
- Cross Country
- Spiritline
- Boys & Girls Basketball
- Softball
- Baseball
- National Junior Honor Society
- Student Council
- Band

## Parent-Teacher communication

Parents are encouraged to check their student's **PowerSchool** account frequently using their parent login. If you ever have any questions or concerns, please feel free to email the appropriate teacher. The Union Park policy is that teachers will respond to any communications within 24 hours. Please keep in mind that teachers will be responding between the hours of 7:00am and 5:00pm weekdays.

**Parent-Teacher Conferences will be the weeks of October 9th, 2023 and February 5, 2024** and more information will be provided to you on how to sign up for a conference closer to conference times. You may also make an appointment anytime to meet with your child's teacher through the following contact information:

<b>Mark Blackwell</b> <b>7/8 Grade Resource</b> 623-445-5874 <a href="mailto:Mark.Blackwell@dvusd.org">Mark.Blackwell@dvusd.org</a>	<b>Shawn Beverly</b> <b>7th Grade Science</b> 623-445-5869 <a href="mailto:Shawn.Beverly@dvusd.org">Shawn.Beverly@dvusd.org</a>	<b>Kelsey Chancellor</b> <b>7th Grade Social Studies</b> 623-445-5871 <a href="mailto:Kelsey.Chancellor@dvusd.org">Kelsey.Chancellor@dvusd.org</a>
<b>Bailey Cramer</b> <b>8th Grade Math &amp; Math 180</b> 623-445-5872 <a href="mailto:Bailey.Cramer@dvusd.org">Bailey.Cramer@dvusd.org</a>	<b>Kristin Eagar</b> <b>7th Grade ELA &amp; Read 180</b> 623-445-5873 <a href="mailto:Kristin.Eagar@dvusd.org">Kristin.Eagar@dvusd.org</a>	<b>Erika Haehl</b> <b>8th Grade ELA</b> 623-445-5870 <a href="mailto:Erika.Haehl@dvusd.org">Erika.Haehl@dvusd.org</a>
<b>Katie Koernig</b> <b>8th Grade Social Studies</b> 623-445-5868 <a href="mailto:Katie.Koernig@dvusd.org">Katie.Koernig@dvusd.org</a>	<b>Jackie McCormick</b> <b>7th Grade Math</b> 623-445-5875 <a href="mailto:Jackie.McCormick@dvusd.org">Jackie.McCormick@dvusd.org</a>	<b>Teresa Sanders</b> <b>8th Grade Science</b> 623-445-5865 <a href="mailto:Teresa.Sanders@dvusd.org">Teresa.Sanders@dvusd.org</a>
<b>Alyssa Heid</b> <b>Counselor</b> 623-445-5817 <a href="mailto:Alyssa.Heid@dvusd.org">Alyssa.Heid@dvusd.org</a>		

## PowerSchool

This online tool allows students (and parents) to consistently monitor learning progressions and assessments. Parents have access to PowerSchools with their own login information that can be obtained from the front office. With this login information you can set up alerts so that you are notified when your child's grade changes. Grades are typically updated within a week for standard assignments-longer for projects. Report cards will be sent home **after** each grading period:

1<sup>st</sup> Quarter- October 6, 2023  
 2<sup>nd</sup> Quarter-December 15, 2023

3<sup>rd</sup> Quarter- March 8, 2024  
 4<sup>th</sup> Quarter – May 16, 2024

## Canvas

Deer Valley Unified School District uses the Canvas platform as our Learning Management System and as such students will find lessons and assignments posted in modules. Also many assignments will be turned in through Canvas and it is also how teachers will primarily communicate with students. Parents have the option to “follow” their student on Canvas so that they can monitor the work that is being assigned. To learn more about Canvas and how to use it, please visit <https://www.dvusd.org/Page/48958>

## Grading

Students in 3rd through 12th grades will receive marks for their overall performance in each course of study using the following letter grade scale. Overall course grades for students in grades 3-12 will be calculated from the average of the student's assignment scores\* (assessments, coursework).

**A** = 90-100%

**B** = 80-89%

**C** = 70-79%

**D** = 60-69%

**F** = 0-59%

Grades of "D" and above are passing marks. A course grade of "F" indicates that the student has failed the course.

Students in 3rd through 12th grades will receive marks for their proficiency towards the grade level standards using the following scale. These marks are for information and do not calculate the student's overall course grade.

**4** = Highly Proficient

**3** = Proficient

**2** = Partially Proficient

**1** = Minimally Proficient

\*For graded work in the Assessment Category, teachers will enter the proficiency marks for each standard measured and use the following guide to assign a score to the assignment. Parents will see the percentage score for each grade book entry with the letter grade mark on the front page of the PowerSchool parent portal.

Highly Proficient A 100%–90%			Proficient B 89%–80%		Proficient C 79%–70%	
100–97	96–94	93–90	89–85	84–80	79–75	74–70
All 4's on standards	All 4's except for one 3	Mostly 4's with some 3's and/or 2's	Mostly 3's with some 4's All 3's on standards	Mostly 3's and 4's with a 2	Mostly 3's with some 2's	Mostly 2's with 3's and/or 4's
Partially Proficient D 69%–60%			Minimally Proficient F 59%–50%			
69–65		64–60	59–56		55–50	
Mostly 2's and 3's with a 1		All 2's on standards	Mostly 2's and some 1's		All 1's on standards	
No Evidence						
49% – 0%						

Gradebooks will be set to utilize the following weights for each category.

**ASSESSMENT:** 80%

**COURSEWORK:** 20%

## **Late/Missing Work**

If an assignment is missing the grade will be marked as 'missing' in PowerSchools and a 49% will be entered for the grade and no Evidence (NE) will be entered for the standards attached to the assignment. Students will be allowed to work with their teacher to turn that assignment in for full credit up to 10 school days after the due date of the unit/summative assessment at which point the grade would stay at 49%. If a student meets the criteria, he/she will be issued full credit for the work submitted (no added penalties or caps on the grade that can be earned). The teacher will mark the student's assignment with the "Late" special code. If the assignment is an assessment, the proficiency level of the standards attached will be entered.

## **Cheating**

If a student chooses to cheat on an assignment, they will initially receive a '0' for the assignment but will have the opportunity to do a make-up assignment for full credit. Even though they will not lose credit for the assignment, they will still be disciplined through the Union Park Discipline Matrix for this behavior choice.

## **Reassessment**

Learning is a journey that is often not linear. Some students learn content and skills quickly while others may require more time or feedback in order to learn. The primary objective of grades is to report where a student is in the learning process, regardless of how much time or effort the student needs to get there.

If a student does poorly on an assessment, they will be given the opportunity to retake the assessment for full credit up to 10 school days after the assessment provided that they follow the teachers feedback and demonstrate new learning. The assessment may not be the same as the original assessment or even in the same form but it will still address the same content. See each teacher's syllabus for the procedures a student must follow in order to redo an assessment.

## **Absent Work**

Policy states that students will have one day for every day they are absent to make up their work. (Long term absences will be handled on an individual basis.) **This policy does not apply to suspensions, as they should be contacting teachers and completing work while out.** It is the student's responsibility to contact their teachers to see what they missed and how to catch-up.

## **Promotion/Retention**

Per DVUSD policy all 7<sup>th</sup> and 8<sup>th</sup> must earn a D or higher or P as the final grade in ALL Core subjects. This includes ELA, Math, Science, Social Studies. If an elective and/or exploratory

is failed, based on an average for the year, the student will still be reassigned to the next school grade level but in the case of 8th grade, they will not participate in the Promotion Ceremony. Our school counselor will be working closely with all at risk students throughout the year to help ensure their success.

## **Dress Code**

Any attire that detracts from the learning environment is not acceptable. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health and welfare of self and others.

- Clothing must cover the entire buttocks. Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms. Halter tops, spaghetti straps, and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated for males or females.
- Bare feet are never acceptable. In the interest of safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etc.
- Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others.
- No hats may be worn inside any campus buildings at any time, except for properly approved occupational safety headgear required for special classes.
- Defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing or jewelry are expressly prohibited.

(Ref. DVUSD Policy JICA) The behavior matrix will be used for addressing all dress code violations.

## **Passing Time**

Students will go directly from one class to the next without any passing time. They are to line up in front of their next class, allowing room on the walkway for other students to pass. Restrooms are available in the Multi Purpose Room before school and at lunch. Restroom passes are also provided from teachers. Restrooms are not available during passing time.

## **School-wide Citizenship**

Seventh and Eighth graders are leaders at Union Park. As such it falls to them to be role models to the younger grades. When outside of the classroom, Middle Schoolers will yield to passing primary grades. Middle Schoolers will walk on the right on cement walkways, allowing those coming towards them to pass on the left. Students will not walk on the grass or plants.

## **Eating in Classrooms**

We expect our students to take pride in our campus. There will be no snacks in the classrooms or hallways. Students are only allowed to drink water while in the classrooms. Energy drinks and gum are not permitted on campus.

## Positive Reinforcement

Toro Tickets are awarded to students who go above and beyond to demonstrate school spirit and character traits. These tickets will be placed in Middle School Buckets for drawings through the year to win prizes and gift cards.

## Behavior Policy

Students are expected to positively contribute to the school learning environment. The rules and discipline procedures are based on the Deer Valley Unified School District's Rights and Responsibilities Handbook. We will be using the Deer Valley Unified School District Social-Emotional

Consequences for inappropriate behavior within the classroom will be determined by each teacher according to the classroom policy and the circumstances. Either a serious or repeated infraction may result in a detention.

As part of the Union Park Behavior Expectations, make sure you read and understand the following documents:






### Union Park Expectations Matrix

EXPECTATIONS	All Settings	Classrooms Including specials and library	Bathroom	Playground	Cafeteria	Arrival/Dismissal/Transitions
<b>T</b> eamwork Matters	-We do not cause problems for ourselves or others -Value the learning of others	-Work positively with others -Listen to and support others	-Clean any spills -Quietly and quickly use the restroom	-Include everyone -Take turns -Share ideas -Collaborate with old and new friends	-Clean up -Raise our hands to ask permission to get up	-Model positive behavior -Be helpful
<b>O</b> wn our Learning and Actions	-Follow directions from adults -Be prepared and ready to learn in all situations	-Follow teacher directions -Demonstrate diligence -Lead by example	-Leave the bathroom clean -Use a pass -Sign in/out of class to use restroom	-Make friends -Be responsible for our actions -Be a positive role model	-Listen to all adults -Use appropriate language	-Appreciate the bulletin boards and posters -Use appropriate language
<b>R</b> espect One Another	-Show compassion for others -Respect school grounds -Care for others	-Follow class mission -Always use kind words	-Respect the privacy of others -Respect the facilities	-Be a problem solver -Use kind words -Play nicely	-Use inside, respectful voices -Model respectful behavior with others -Respect all people	-Respect school property -Respect other's personal space
<b>O</b> ptimize Opportunities for Growth	-Always do our best -Reflect and find strengths and ways to improve	-Persevere (keep trying) -Participate -Complete work on time -Be courageous	-We do not cause problems for ourselves or others -Wash our hands	-Listen to adults -Listen for the whistle	-Use manners -We only eat our food	-Demonstrate positive virtues -Walk quietly -Be on time and prepared for class
<b>S</b> afety Always	-Clean-up trash if we see it -Be aware of others -Notify an adult of an unsafe situation	-Keep hands/feet to ourselves -Keep our area clean -Walk in all areas	-Report damages or messes -Electronic devices are left in classrooms	-Keep hands/feet to selves -Use equipment wisely -Stay in designated areas	-Stay Seated -Keep hands/ feet to selves -Walk in and out of the cafeteria in an orderly fashion	-Walk on campus -Stay on the sidewalks -Walk bikes on campus -Stay to our right



# Union Park School Electronic Device Matrix

<ul style="list-style-type: none"> <li>Please turn your electronic device off as you enter my class, <b>UNLESS</b> I give express permission for the use of your apps, calculator or internet functions as it relates to our lessons.</li> <li>In the case of a special circumstance, please ask me permission and explain what the emergency is.</li> </ul>	<ul style="list-style-type: none"> <li>If it falls out of your pocket or backpack, put it back.</li> <li>If it rings or alerts, please turn it off.</li> <li>Please take care of this right away. Repeated Violations will be reported to the office.</li> </ul>	<ul style="list-style-type: none"> <li>AM Bell to PM Bell between normal school hours</li> <li>Recess and lunch</li> <li>Between classes</li> <li>In the bathroom                             <ul style="list-style-type: none"> <li>When you sign out of class to go to the bathroom, I will ask for your phone.</li> </ul> </li> <li>Photos or videos of anyone at school</li> </ul>
Acceptable Use 	OOPS! 	UNAPPROVED Use 



## Union Park School



<p><b>MINOR BEHAVIORS</b> <u>HANDLE IN CLASSROOM</u></p> <ul style="list-style-type: none"> <li>Class Disruption</li> <li>Unprepared</li> <li>Cheating</li> <li>Swearing</li> <li>Note passing</li> <li>Put downs</li> <li>Gum</li> <li>Touching Others</li> <li>Dress Code</li> <li>Littering</li> <li>Not Following Directions</li> <li>Throwing Objects</li> <li>Electronic Devices</li> <li>Public Display of Affection</li> <li>Tardies</li> <li>Defiance/ Disrespect (1)</li> <li>Horse Play</li> </ul>	<p><b>CLASSROOM INTERVENTIONS</b></p> <ul style="list-style-type: none"> <li>Warning</li> <li>Loss of Privileges</li> <li>Seat Change</li> <li>Complete Work During Recess</li> <li>Conference with Student</li> <li>Lunch Detention</li> <li>Confiscation of Electronics</li> <li>Send to Buddy Classroom</li> <li>Reflection Time</li> <li>Contact Parents</li> </ul>	<p><b>MAJOR BEHAVIORS</b> <u>SEND TO OFFICE</u></p> <ul style="list-style-type: none"> <li>Negative Affiliation</li> <li>Fighting</li> <li>Weapons</li> <li>Sexual Language</li> <li>Bullying/ Harassment</li> <li>Skiping Class</li> <li>Throwing Dangerous Objects</li> <li>Vandalism</li> <li>Theft</li> <li>Drugs/ Alcohol/ Tobacco</li> <li>Defiance or Disrespect (2+)</li> <li>Threatening/ Aggressive behavior                             <ul style="list-style-type: none"> <li>Verbal or Physical</li> </ul> </li> </ul>
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## Bullying

·Bullying can be repeated pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing,” or any other rationalization. The victim is never responsible for being a target of bullying.

Rude = Inadvertently saying or doing something that hurts someone else.

Mean = Purposefully saying or doing something to hurt someone once (or inconsistently).

Bullying = Intentionally aggressive behavior, repeated over time, that involves an imbalance of power.

### Anti-Bullying Pledge

·We, the students of Union Park School, agree to join together to stamp out bullying at our school.  
·We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

By signing this pledge, we, the students, agree to:

1. Value students differences and treat others with respect
2. Not become involved with bully instances or be a bully
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member
5. Be alert in places around the school where there is less adult supervision such as bathrooms, corridors and stairwells.
6. Support students who have been or are subject to bullying
7. Talk to teachers and parents about concerns and issues regarding bullying
8. Work with other students and faculty, to help the school deal with bullying effectively
9. Encourage teachers to discuss bullying issues in the classroom
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to assemblies dealing with bullying.

I acknowledge that, whether I am being a bully or see someone being bullied, if I don't report or stop the bullying, I am just as guilty

Print name \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_



## Handbook Acknowledgement

By signing below, you acknowledge you have read the Union Park Middle School Handbook with your student and understand the procedures and expectations for the school year.

Parent/Guardian (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student: As a student attending Union Park, you understand what is expected of you and what your responsibilities are as stated in the handbook.

Student Name (print) \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_