

Doig Student Policies and Parent Information

**Copies of the letters and forms are available in Vietnamese in the office at Doig.
Van phong truong Doig co san ban sao thu va mau don bang tieng Viet.**

OPEN DOOR POLICY

We encourage all parents to become actively involved at Doig. You are welcome to come in to meet with teachers, counselor or administrators, or call us with any questions or concerns. Please refer to our Doig website at doig.ggusd.us for more information.

VISITORS

All visitors must sign in and out in the office. The office will give you a badge to wear while visiting our campus. Please be prepared to show ID.

OPENING OF SCHOOL

THE FIRST DAY OF SCHOOL IS WEDNESDAY, AUGUST 28, 2019. PLEASE ARRIVE AT SCHOOL BY 8:00 A.M. CLASSES BEGIN AT 8:19 A.M.

FIRST DAY PROCEDURES

All students are to report to school by 8:00 a.m. on Wednesday, August 28, 2019. Students are to report to your first period class listed on the unofficial schedule received at schedule pick-up day. If you do not attend schedule pick up day, you must report to the office with all papers completed in order to receive your schedule.

VACCINATIONS

All students must have all state mandated vaccines, including the Pertussis booster (Tdap, Adacel, Boostrix – whooping cough) and 2 Varicella required vaccines. This is required by State law. These shots are available through Orange County Health Department and also at the Assessment and Registration Center. Parent/Guardian must accompany their student because they will need to sign some papers. **Students will not be admitted to Doig without their shots.**

PARENT/STUDENT COMMUNICATION

We do not interrupt instruction during the school time or during or after school intervention. The office does not send messages to students. Students are responsible for communication with their parents before or after school.

INSTRUCTIONAL EXCELLENCE

All instruction at Doig is based on State Content Standards. In history, English language arts, science and math, students participate in learning activities based on Standards and demonstrate their knowledge and learning through their performance on Benchmark exams and other teacher assessments.

CELEBRATION OF ACADEMIC EXCELLENCE

The Doig staff honors students with high academic achievement and excellent citizenship. Each quarter, students with a 3.0 Grade Point Average or better receive a certificate and a special luncheon. Also, each month, students are selected as Students of the Month in each academic area. Yearly, there is a wonderful Awards Night that celebrates more than three hundred 8th grade students. Individual teachers honor excellent students throughout the year.

ACADEMIC ACHIEVEMENT - GRADE POINT AVERAGE

Students at Doig must maintain a 2.0 Grade Point Average at all times. Students below a 2.0 each quarter will not be able to participate in activities including after school sports, and dances. **Commencement is a privilege and guidelines will be discussed at a later time.**

AERIES PARENT AND STUDENT PORTAL

Parents and students have access through AERIES Parent Portal to view student grades and attendance online. To set up an account you must have an email address and a verification code provided to you by Doig. Visit <https://mygrades.ggusd.us>. You may call our office for assistance at 714-663-6241.

RETENTION

Retention of eighth grade students will be based on student performance in the seventh and eighth grades. Students will be considered for retention based on District guidelines and criteria.

EXTENDED DAY

We will offer a large variety of extended day programs after school to support academic achievement. Students will be able to get assistance in reading, writing, history, science and math classes throughout the year. Extended day programs will be mandated for some students. Also, the library and technology lab will be on extended hours.

ATTENDANCE- WHAT YOU NEED TO KNOW

Perfect attendance is crucial and important for your child's educational success.

Please send your child to school every day and on time. If your child is to miss school, please call the office at 714-663-6241 as early as 7:30am to report their absence or send a written excuse note with him/her the day they return to school. Your child must turn in their written excuse note to the Student Window before school if no phone call was made. Absences will be marked unexcused if a parent fails to call the office or send a written excuse note within **3 days** of the absence date.

MEDICAL/DENTAL APPOINTMENTS are encouraged to be arranged after school, non-student days, or vacation time. Medical and Dental appointments normally do not require an entire school day. It is extremely important to attend every class, every day.

*****Excessive and/or Unexcused absences or tardies will start up the SARB process*****

Examples of unexcused absences are, but not limited to:

Car problems, weather issues, lack of transportation, taking care of family member (siblings), sleeping in, vacation, misunderstanding of the school calendar and excessive amounts of absences without a doctor or dentist note. After 3 absences per semester, doctor's notes will be required.

Chronic Illness: If your child suffers from a chronic illness that affects their attendance in school, please contact us to receive a Chronic Illness form that will require your child's pediatrician to fill it out.

TARDY POLICY

Tardy to 1st period: Students who are late to first period should report to the student window and they may be assigned detention by the office for that day.

Tardy #1, 2, 3: Teacher will provide appropriate discipline such as counseling, parent contact, or teacher held detention.

Tardy #4: After school detention assigned and parent contact.

Tardy #5: Referral to Assistant Principal who will assign two detentions after school and contact parent.

Tardy #6, 7, 8: Referral to Assistant Principal who will assign additional days of detention, parent conference and possible referral to TRC and SARB.

TRUANCY

Truancy is defined as an absence without permission. Any student who is absent from school all day or misses a class without permission is truant. Any student truant from one period will be assigned one hour of detention. A full day truancy will result in detentions to make up for the time truant. Continued unexcused absences or trancies will result in conferences, assignment to the district Truancy Center, or a referral to the School Attendance Review Board.

CHEATING POLICY

Cheating which is defined as: doing another student's work for them, providing work that the student has done to another student to copy and/or copying another student's work; looking at or copying another student's test; and, including copyrighted material without the requisite permissions and/or citations. Regarding electronic data, cheating is defined as copying duplicating, or sharing data files between students. The teacher will assign an F grade for the work and an F grade for work of the student who had provided the work to copy, parents will be contacted and

detention assigned. Administration will be notified. If the student is caught cheating again, each act of cheating will then be referred to the administration for discipline.

STUDENT CONDUCT

The staff of Doig Intermediate has high expectations for the behavior of all students. Doig students are expected to conduct themselves in an orderly manner, respectful and considerate at all times of other students and adults. Students are expected to accept responsibility for their actions. Our program at Doig includes many opportunities for positive recognition as well as strictly enforced discipline procedures. Students can receive REP Notes and REP Cash when they go above and beyond what is expected of them. Our REP store is open every other Friday at lunch. Communication with parents is a high priority. General discipline guidelines are found in the Parent-Student Handbook. The Doig Discipline Policy will be reviewed with students during the first week of school.

MATERIALS FOR CLASS

All students must be prepared for every class every day. Students who are not prepared will face ongoing disciplinary actions and may be required to attend tutoring before or after school. A list of suggested supplies is listed at the end of this packet.

BALLOONS AND GIFTS

Balloons, gifts and other items will not be accepted. If they are brought to school, they must be kept in the office. We are not responsible for lost items. Students are not permitted to sell any items on campus. Items will be confiscated for parent pick up and consequences may be given.

CLOSED CAMPUS

Doig is a closed campus. **Students are allowed on campus beginning at 7:30 a.m.** unless special arraignments have been made with a teacher. Only Doig students are to be on campus before, during or after school. Once a student arrives on campus, he/she is not permitted to leave without permission. If a student needs to leave campus, he/she must check out through the office prior to leaving. Parents must send a note to the office before school requesting a student leave campus prior to the end of the school day. This note must contain a phone number to be used for verification. The school day and class hours are from 8:19 a.m. to 2:10 p.m. All students will remain on campus during these hours. All adults who pick up students at Doig must bring identification to the office and sign the student out.

BREAKFAST AND LUNCH

Breakfast is served from 7:45 to 8:10 a.m. daily for \$1.50. A healthy cafeteria lunch, including milk, is available for \$2.50 daily. Pizza on Mondays and Thursday costs \$2.50. Students can either bring a packed lunch from home in the morning or get lunch from the school cafeteria. If you plan to drop off a lunch for your student, please make sure they are aware to stop by the office during lunch. Due to the busyness of the office, we will not be responsible for contacting the student. (Please do not send glass containers/bottles) All students will use their student numbers to purchase their lunches.

SCHOOL NURSE AND MEDICATIONS

In the event of illness or injury, a pass to see a health assistant or office staff member may be issued by the student's teacher. Students are to report any injury to a teacher or the office. Parents should keep students home during an illness. They must be fever-free without fever reducing medication for 24 hours before permitted to return to school. Medications that are needed during school hours may be administered at school with a written statement by the physician. A "Parent/Guardian Request" for the administration of medication (prescription and nonprescription) must be on file in order for the medications to be given. Please remember to call the school to report the absence, and bring a note and/or medical release the next day. Any student needing crutches or any assistive device at school must have a Doctor note saying crutches are required. **Students are not permitted to carry their own medication (including over the counter), without a Dr. note on file.**

CELL PHONES

Board of Education prohibits the display, activation, and use of electronic signaling devices-cellular telephones while on school grounds, or while attending school sponsored events. **Cell phones need to be turned off and out of site at**

all times on school grounds. This includes before and after school. This is the same for any electronic device. Cell phones confiscated while on campus will be locked up in the office. Cell phones are to be picked up by **parents only**. We are not responsible for any cell phones on campus. The second confiscation will result in loss of the phone for the remainder of the quarter.

BICYCLES AND SKATEBOARDS

Bicycles and skateboards may be brought to school. Students must park and lock bicycles/boards with a personal lock on the bike rack located by the front parking lot. Students **must have a lock**, or they can't bring their bike/board to school. Bicycles/boards are not to be on any other part of the school grounds at any time. Helmets must be worn by bicycle riders. **Students are not permitted to ride their bike or board on school grounds.** Doig Intermediate is not responsible for any lost or stolen skateboard or bike on campus. Skateboards and bikes are safe on campus if they are locked in the appropriate rack.

I.D. CARDS AND SCHOOL PICTURES

School pictures will be taken during the second week of school. All students will be photographed and will receive one I.D. card without charge. If the I.D. card is lost, a duplicate may be purchased for \$3.00. Students may also purchase a picture packet on Picture Day which is September 5th. More information about pictures will be given to students at a later time.

CLASS SCHEDULE

<u>Period</u>	<u>Time</u>	<u>Period</u>	<u>Time</u>
1	8:19 - 9:13	Lunch	11:52 - 12:22
2	9:17 - 10:06	5	12:26 - 1:15
3	10:10 - 10:59	6	1:19 - 2:10
4	11:03 - 11:52		

COLLABORATION DAYS – EARLY DISMISSAL - Most Wednesdays, unless otherwise noted.

<u>Period</u>	<u>Time</u>	<u>Period</u>	<u>Time</u>
1	8:19 - 9:02	Lunch	11:14 - 11:44
2	9:06 - 9:46	5	11:48 - 12:28
3	9:50 - 10:30	6	12:32 - 1:13
4	10:34 - 11:14		

Early Dismissal - 9/11, 9/18, 9/25, 10/2, 10/9, 10/16, 10/23, 10/30, 11/6, 11/13, 11/20, 12/4, 12/11, 12/18, 1/8, 1/15, 1/29, 2/5, 2/19, 2/26, 3/4, 3/11, 3/18, 3/25, 4/1, 4/15, 4/22, 4/29, 5/6, 5/13, 6/3, 6/10

CHANGE OF ADDRESS OR WITHDRAWAL

If you move or get a new phone number, please notify the office. It is important that parents can be reached promptly in an emergency. If a student is moving, the parent must come to school with the student to drop the child. A clearance sheet must be signed by all teachers and textbooks must be turned in.

TEXTBOOKS

Doig Intermediate does not have lockers. Our teachers work with students to find ways to carry fewer books. **The staff strongly recommends that students buy backpacks on wheels because of the weight of school books.** Students are responsible for their texts at all times. Parents will have to pay for any lost book.

SCHOOL SITE COUNCIL

Each year School Site Council members may be elected based on length of term, to provide input and approval of programs and purchases involving categorical funding. The School Site Council is composed of teachers, classified staff, students and parents, each elected by the appropriate group. If you would like to be a candidate for the School Site Council, please call the school or return a note with your child's registration papers. Meetings will be held throughout the year. We hope you will consider running for this important committee.

P.E. NON SUIT POLICY

The State of California requires every student to participate in physical education daily. **Students must be dressed in P.E. clothes in order to participate.** A doctor's note is required for more than 3 days of non participation due to illness or injury. Students will be given an alternative assignment to be completed in order to keep their grade up. Students who do not suit up will receive disciplinary action. Students who do not have their PE clothes will wear loaner clothes and receive detention. Parents may send a written note with their student if requesting PE limitations for less than 3 days. The student will give this note directly to their PE teacher. Phone calls to the office for no PE or limitations will not be accepted.

DRESS CODE

Doig Intermediate School Administration and Faculty expect the students to attend school in clothes that are neat, clean, safe and appropriate for school activities. Parents and students are encouraged to work together to ensure that our students have a school environment that is safe and conducive to learning. **Any change to physical appearance that is determined to distract from the learning environment will be prohibited at Doig.** The following rules apply during the school day and at all school sponsored activities. Parents assert a major responsibility for their student's appearance, not only in providing, but in guiding the student in the selection and wear of appropriate school apparel.

The dress and grooming of students in every case shall be neat and clean and should:

- Cause neither an actual distraction nor disturbance.
- Create neither a health nor safety hazard to themselves or others.
- Not have any writing or stickers on any part of the body

Students **CANNOT** wear:

- flip-flops, open back shoes, or open-toed shoes
- pajamas, slippers or other sleepwear
- apparel or accessories that contain any obscene or offensive logos, graphics, or hand-written wording depicting drugs, illicit substances, alcoholic beverages, weapons, culturally offensive, or sexually suggestive topics.
- any apparel that is associated with or reflects gang affiliation or gang identity by virtue of its colors, trademarks, or other design arrangements.
- belt buckles with initials, dangling belts, bandanas or wallet chains.
- baggy clothing; oversize shirts and pants. Pants can be no more than two inches larger than the student's waist. The pants must not be split on the bottom, dragging on the ground and/or open at the seams. The pants must be hemmed and not stapled or taped.
- pants that reveal underwear while standing or sitting
- P.E. clothes underneath their school clothes, or worn outside of PE class
- shirts or blouses that are strapless, have spaghetti straps, are low-cut, (straps must be thicker than 1 inch), show midriff and/or show any bra straps.
- shirts, blouses, or tank tops must completely cover the back and can only expose the arm. (male and female)
- see-through clothing
- sunglasses (only allowed with a Dr. note)
- shorts or skirts that are too short (must be no more than 3 inches above the knee)
- shorts worn with socks pulled up to the bottom of the shorts (must be more than 4 inches apart from shorts)
- articles of clothing or accessories that can be deemed dangerous. (unsafe)
- hats, hoods or caps.
- mohawks

If any of these items are worn, students will be asked to change into Dress Code violation clothes. The Dress Code loaners must be washed and returned the next day and at that point the violation clothing belonging to the student will be returned. If the Dress Code loaner clothes are lost there will be a \$10 replacement fee for every article of clothing. Repeated dress code violations will result in disciplinary action. **The final decision of the dress code lies with the administration.**

SCHOOL SUPPLIES

The following are suggested supplies to assist your student with their academic success. These supplies should be maintained and refilled throughout the year.

1 inch Binders with Dividers
Lined paper
Graph paper
2 single subject spiral notebooks (9 x 11 inch)

Pack of Post-its Dry erase markers & eraser
Pencils and pens
Colored pens – red, blue, green & black

Math Supplies: 1 inch 3 ring binder
Set of 5 dividers
Basic 4 function calculator
Graph Paper

Ruler
Protractor (7th grade)
Lined Paper