



Laguna Middle School

11050 Los Osos Valley Road, San Luis Obispo, CA 93405

Administration (805) 596-4055

Attendance (805) 596-4055 Option 1

Principal

John Calandro

Assistant Principal

Christina Stamford

Counselors

Buffy Anderson

Mary Sanchez-Allwein

Principal's Secretary: Teresa Smith

Attendance/Health Secretary: Julie Mattson

Office Secretary, Marta Torres

Registrar/Counseling Secretary: Kelly Leurck

Library Media Tech: Laura Schwoerer

Custodial Crew Chief: Gary Edmonson

This agenda belongs to

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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BELL SCHEDULE

<i>Tuesday Through Friday Schedule</i>					
7TH GRADE			8TH GRADE		
<i>PER</i>	<i>BEGIN</i>	<i>END</i>	<i>PER</i>	<i>BEGIN</i>	<i>END</i>
HB	8:15 AM	8:25 AM	HB	8:15 AM	8:25 AM
1	8:25 AM	9:19 AM	1	8:25 AM	9:19 AM
BREAK	9:19 AM	9:29 AM	2	9:24 AM	10:18 AM
2	9:34 AM	10:28 AM	BREAK	10:18 AM	10:28 AM
3	10:33 AM	11:27 AM	3	10:33 AM	11:27 AM
LUNCH	11:27 AM	12:02 PM	4	11:32 AM	12:26 PM
4	12:07 PM	1:01 PM	LUNCH	12:26 PM	1:01 PM
5	1:06 PM	2:00 PM	5	1:06 PM	2:00 PM
6	2:05 PM	2:59 PM	6	2:05 PM	2:59 PM
<i>Monday Late Start Extended Home Base Schedule</i>					
7TH GRADE			8TH GRADE		
<i>PER</i>	<i>BEGIN</i>	<i>END</i>	<i>PER</i>	<i>BEGIN</i>	<i>END</i>
HB	9:25 AM	9:43 AM	HB	9:25 AM	9:43 AM
1	9:43 AM	10:24 AM	1	9:43 AM	10:24 AM
BREAK	10:24 AM	10:34 AM	2	10:29 AM	11:10 AM
2	10:39 AM	11:20 AM	BREAK	11:10 AM	11:20 AM
3	11:25 AM	12:06 PM	3	11:25 AM	12:06 PM
LUNCH	12:06 PM	12:41 PM	4	12:11 PM	12:52 PM
4	12:46 PM	1:27 PM	LUNCH	12:52 PM	1:27 PM
5	1:32 PM	2:13 PM	5	1:32 PM	2:13 PM
6	2:18 PM	2:59 PM	6	2:18 PM	2:59 PM

Class Schedule

Period 1: _____

Period 2: _____

Period 3: _____

Period 4: _____

Period 5: _____

Period 6: _____

Locker Number: _____

Organization and Signatures

It is important that you use your Lancer Planner every day. Your planner should be neat and well organized.

It is recommended that you have the following items:

1. A three (3) inch three metal-ring vinyl binder
2. Extra binder paper
3. Graph paper
4. Plastic pencil/pen pouch with
Black, blue, and red pens
Sharpened pencils
Laguna Middle School ID card
Highlighters

Your teachers may have additional or different items for your class. Check to see what is needed for success

Study Buddy

When you are absent, call your Study Buddies and ask about the work that you missed.

Period	Subject	Study Buddy #1	Study Buddy #2
1		Name:	Name:
		Phone	Phone:
2		Name:	Name:
		Phone:	Phone:
3		Name:	Name:
		Phone:	Phone:
4		Name:	Name:
		Phone:	Phone:
5		Name:	Name:
		Phone:	Phone:
6		Name:	Name:
		Phone:	Phone:

AVID (Advancement Via Individual Determination) Strategies Cornell Notes - Become a STAR note taker.

S – Set up the paper.

- Put name, class, and date in upper right-hand corner.
- All notes need a title.
- Draw a line down the length of the paper about one third of the way in (about three inches).

T – Take Notes

- Paraphrase the text or lecturer in the **right-hand** column.
- Use selective listening to decide important information.
- Use whatever it takes to cue your own memory system.
- Don't get hung up on spelling.
- Use abbreviations that work for you.

A – After class

- Edit your notes. Reread them looking for places to make additions, deletions, or clarifications.
- Work with a partner whenever possible.
- Use a highlighter or underlining to emphasize important points.
- Note any points that need to be clarified with the teacher during the next session.
- Fill in the left-hand column with questions, key terms, symbols, pictures, and/or memory keys.

R – Review Notes

- Review notes regularly.
- Review notes aloud.
- Summarize the notes, relating the subject to yourself and your personal experience.

Laguna Middle School Academic Language

analyze	Break the subject (an object, event, or concept) down into parts and explain the various parts.
compare	Show how two things are similar as well as different; include details or examples. In math, this could include symbols such as $<$, $>$, $=$, or \neq .
critique	Point out both the good and bad points of something.
define	Give an accurate meaning of a term with enough detail to show that you really understand it.
describe	Write/tell about the subject so the reader can easily visualize it; tell how it looks or happened, including how, who, where, why.
discuss	Give a complete and detailed answer, including important characteristics and main points.
evaluate	Give your opinion of the value of the subject; discuss its good and bad points, strengths and weaknesses. In math, this means find the answer to the problem.
explain	Give the meaning of something; give facts and details that make the idea easy to understand.
illustrate	Make the point or idea clear by giving examples.
infer	Make an educated guess about something based on prior knowledge or other context clues.
interpret	Explain the meaning of a reading selection; discuss the results or the effects of something.
justify	Give good reasons that support a particular decision, action, or event.
persuade	Give reasons in order to get someone to do or believe something; appeal to the reader's feelings and mind.
respond	State your overall reaction to the content, then support your individual opinions with specific reasons and examples, making sure to refer back to the reading.
state	Give the main points in brief, clear form.
summarize	Briefly cover the main points; don't include any personal opinions about the content.
trace	Tell about an event or process in chronological order.

Based on the work of Kate Kinsella.

School Hours:

School hours are from 7:45 a.m. to 4:00 p.m. Classes are in session from 8:15 a.m. to 2:59 p.m. on Tuesdays, Wednesdays, Thursdays, and Fridays. Mondays are Late Start Days, and classes are in session from 9:25 a.m. to 2:59 p.m. Laguna Middle School is a closed campus, and students on campus are to be under the supervision of a staff member. Students are not to be on campus before 7:45 a.m. or after 3:15 p.m. unless a staff member is supervising. Any student on campus past 3:30 p.m. MUST be in a supervised location, such as a school sponsored club, Homework Club, Math Lab, or SLO Teens. Any student on campus and not in such a location may be subject to school consequences. When arriving on campus, students are to proceed to the interior of the campus. Once a student arrives at school, he or she is not to leave campus without permission.

Attendance/Health:

The objective of Laguna Middle School is to establish a successful educational environment. In order to do this, students must attend school daily.

Call 805-596-4055 (Option 1) to report an absence.

In the event of an absence, parents are responsible for contacting the school on the day the student is absent from school. Parents calling the school in advance will alleviate the need for school personnel to call parents. Please leave the following details when leaving a message:

- 1) The student's name
- 2) Date(s) and/or periods of absence
- 3) Reason for absence
- 4) Name of caller and relationship to student
- 5) Daytime phone number of caller

If phone contact is not made, a note must be written by the parent/guardian giving the student's name, date, days of absence, reason for the absence, and it must be signed by the parent/guardian and given to the Attendance Office upon returning from an absence.

Excused Absences:

California Education Code Section 46010, 48216, 48205

The only valid excuses for absences from school are

- Illness or quarantine.
- Medical, dental, optometry, or chiropractic appointments.
- Attendance of funeral services for a member of the immediate family.
- Observance of a holiday or ceremony of pupil's religion.

School district shall notify pupils in grades 7 to 12, inclusive, and the parents/guardians/caregivers of all pupils enrolled in the district, that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent/guardian/caregiver. These services may include treatment having to do with drugs/alcohol, reproductive health, sexually transmitted diseases, and mental health. (Ed. Code 46010.1)

Going Out of Town?

When it is necessary for a student to be out of town for five (5) or more school days, the student must initiate an Independent Study contract by presenting a note to the Attendance Office at least ten (10) school days prior to the absence. The student is responsible for all the class work, homework, quizzes, projects, and tests, as per the Independent Study Agreement.

Tardies:

Students are tardy when they are not in their seats or stations when the class period begins. Tardies are usually the result of socializing, walking friends to class, an unorganized locker, walking slowly, or taking the long route to classes.

Consequences may include class detentions, behavior referral, attendance contract, activity restriction, or loss of End-of-Year privileges (8th grade only).

Cuts:

A "cut" is a willful absence from a class or classes without the approval and/or knowledge of the parents and school personnel. Any student who leaves a class, classes, or campus during the school day without a "Permit to Leave School" will be considered as having "cut" school. Students who cut more than five (5) times may be referred to the SARB (see below).

School Attendance Review Board (SARB):

When a child has persistent problems in school relating to truancy, attendance, or behavior, and when traditional avenues of classroom, school, or district guidance and intervention do not resolve the situation, school district and county resources are brought together to form the Student Attendance Review Board (SARB). The purpose is to focus on the child's needs, and to review the case, make recommendations, including possible change of school placement, and formalize referrals for programs and services, which will facilitate student success in the educational setting.

SARB Letters:

Per Ed Code, parents will be notified by mail of three (3) or more unexcused absences and excused absences that exceed 10% of the school year. Letters will be sent out monthly.

Permit to Leave Campus:

It is recommended that every attempt be made to schedule medical, dental, and personal appointments before the first or after the student's last class. In the event that a student is to be dismissed for an appointment, the Attendance Office must be notified by the parent or guardian (phone or note) *prior to the student's departure*. The student will then be given a "Permit to Leave Campus." Students must obtain a "Permit to Leave Campus" from the Attendance Office whenever leaving campus.

Parents/guardians are required to sign students out through the Attendance Office at the pick up time.

Students who become ill during the day must still go through the Attendance Office for a "Permit to Leave School." When the student returns to school the same day, he/she must sign in at the Attendance Office.

Parents/guardians are cautioned that last minute calls may not allow school personnel enough time to make a special delivery of the "Permit to Leave Campus."

to pick up their children at the school reunion site. Under no circumstances will the school release students into a disaster area without immediate adult supervision (parent or adult listed on the Emergency Care Card).

Indoor Sheltering - Students will be housed inside our Multi-Purpose Room and gymnasium. The reunion site is the Main Office.

Outdoor Evacuation - Students will be evacuated to the school's lower field. The reunion site is the bleachers on the school side of the field.

Medication:

- Both the parent/guardian and the health care provider must complete and sign a district approved Medication Consent Form before medication can be given to a student during school hours. This form is available in the Attendance Office.
- A health care provider is defined as a medical doctor, psychiatrist, dentist, osteopath, podiatrist, optometrist, or a physician's assistant.
- Medication is defined as both prescription and over-the-counter substances (including nutritional substances, herbal remedies, cough drops, and lozenges).
- Medication shall be brought to school by an adult and in the original container with directions.
- A new Medication Consent form shall be completed each time there is a change in medication dosage, amount, or time given.
- Medication maintained and self-administered by a student requires the health care provider's documentation that the medication is deemed necessary for an emergency health condition (e.g. diabetes, epilepsy, asthma/allergy) and that the student has been trained in its administration.

Medication must be picked up by a parent/guardian when the student leaves Laguna at the end of the year. Medication not picked up will be discarded.

School Emergencies/Evacuations:

In the event of a disaster, students must stay at school under the supervision of school personnel. Parents/guardians will be able

Health Services:

If a child becomes ill or is involved in an accident at school, the student will be sent to the office for minor first aid. If the injury or illness warrants it, the parent/guardian will be notified. An alternate telephone number in case of an emergency should be on file in the school office for each family. School personnel are not permitted to administer medication of any kind without a signed consent form from the parent and health care provider. Accident/illness insurance is not provided by the school district: it is the responsibility of the parent/guardian. Information on low-cost accident insurance from a private company or the State of California (Healthy Kids) is available at the school office. A student who becomes ill during a class period **MUST** have a Blue Slip from the classroom to the Health Office located in the Attendance Office. **Students are required to sign in at the Health Office when they arrive.** If the student needs to go home, the nurse or attendance secretary will inform the parent of this, and the pupil will be released from school with a "Permit to Leave Campus."

Accidents:

All injuries should be reported at once. Accidents occurring in the classroom should be reported to the teacher immediately. If a student is injured in the halls or on the campus, the student should report directly to the Attendance/Health Office.

Adult Visitors:

Between the hours of 7:30 a.m. and 4:00 p.m. all visitors must make an appointment for the office. A visitor pass will be issued and must be worn while on campus for quick identification. If an adult plans to visit a classroom, arrangements must be made with the teacher at least twenty-four (24) hours in advance. Spectators at school-wide and sporting events occurring after school are excluded from signing in.

Student Visitors:

Student visitors from outside our school site and/or district are not permitted on campus.

Parent Conferences:

Parents/guardians may make appointments for conferences with teachers, counselors, the assistant principal, or the principal by contacting the school office or the teacher directly. The telephone number is 805-596-4055.

Balloons, Flowers, Special Deliveries:

Bringing balloons and flower bouquets for birthdays or other celebrations is a distraction. All deliveries of this nature will be held in the office until the end of the school day. Please save these wonderful mementos and gestures for after school celebrations. Thank you for your cooperation.

Fragrances:

To ensure that our programs are fully accessible to all students and parents, visitors, staff, and students are asked to refrain from wearing or carrying perfume and other scented hygiene products to class and other events at school. Please note, while the District strongly encourages complete cooperation with this request, district personnel cannot guarantee any person's safety by assuring that all participants will honor this request. Upon request, alternative seating may be available to minimize exposure. Events to consider, but not limited to, are choral and band concerts, parent meetings, Back to School, and Open House Night.

Parent to School Communications

It is our goal for each student to learn in a nurturing, fair, and safe environment. Should any questions arise, parents should contact the teacher first since he/she has direct contact with the student. You may use voice mail or e-mail to contact teachers. We want to help and support you in your child's education. For additional assistance, please call the school and ask to speak to your child's counselor or to the administration.

MESSAGES AND FORGOTTEN ITEMS

The school is requesting that parents/guardians limit messages to students for **emergency use only**. Please communicate with your student via the office rather than texting or calling him/her directly. This way the school is aware if students will be leaving campus. In an emergency, messages from a parent may be taken over the phone. Please make arrangements for activities prior to your student coming to school. Parents who wish to contact students should call 805-596-4055, Option 3. Students should ALWAYS check Student Services if a lunch has been forgotten at home.

Lancer Lines:

The Lancer Lines newsletter is e-mailed weekly to all parents who provide their e-mail address to our school. This school newsletter contains items of interest regarding the overall school program and articles from various staff and departments.

Parent Organizations and Committees:

Parents/guardians are encouraged to participate in the school. There are many opportunities to join organizations and committees. Please look in the Lancer Lines for current dates and times for meetings.

Parent Teacher Association (PTA) invites all Laguna parents/guardians to meet and plan ways to support school activities, service projects, and fund raising. PTA meetings are held in the evening once a month.

School Site Council (SSC) reviews the School Improvement Plan, Safe School Plan, and budget allocations to implement program improvement. Dates for these meetings can be found on our school website.

English Learner Advisory Committee (ELAC) advises the principal and staff in the development of detail master plan for bilingual education. Also assists in the development of the school needs assessment, language census, and submits the plan for consideration in the district master plan. Dates for these meetings can be found on our school website.

Counseling Services:

Students who wish to make an appointment with their counselor may do so by completing a "Request for an Appointment" form available in the Attendance and Main Offices.

Student Services:

Uniform Complaint Procedures:

Complaint forms are available at the school site and the district office. Completed forms should be forwarded to a Compliance Officer for review. Compliance officers are located at the District Office at 1500 Lizzie Street, San Luis Obispo, CA 93401. Contact the Personnel Department (805-549-1233) for further information. Board Policy. 4139

Lost and Found:

Students who find lost clothing, personal items, or books are asked to take them to the Lost and Found cabinet in the Student Services Office. Items found on the field, courts, or gym will be kept in the P.E. teacher's office temporarily and then turned in to the Student Services Office.

A student's name should be on all clothing, books, notebooks, and other personal belongings. Large sums of money and personal electronic devices are not necessary and should not be brought to school. Valuables brought to school for class reports/displays may be brought to the Main Office for safekeeping. If a student has lost an item, he/she should check Lost and Found in the Student Services Office.



Withdrawals and Transfers:

If a student disenrolls from Laguna to attend another school

1. Parent/guardian should contact the counselor in writing.
2. A checkout card will be issued to the student to obtain final grades and obligations.
3. The student should return the checkout card and all required materials to Student Services for completion of withdrawal.

Student Assistance Program:

The Student Assistance Program reaches out to students with social and emotional needs which interfere with their success in school.

All participation in the student assistance program is voluntary unless required as part of a disciplinary consequence, SST, or behavior/attendance contract.

Promotion Policy:

Eighth graders receiving a failing grade in math or English will be considered for retention at the end of the second semester. Students not passing math and English will be encouraged to attend summer school. Board of Education policy will be followed.

Work Permits:

A pupil fourteen (14) years of age or older who wishes to work part time must apply for a permit. Application forms for work permits may be obtained from our website, under student resources tab. Work should not interfere with a student's academic responsibilities.

Library-Media Center:

The Laguna Library-Media Center is open 9:15 a.m. – 3:50 p.m. on Monday and 7:45 a.m. to 3:50 p.m. Tuesday-Friday.

The Laguna Library-Media Center provides access to resources for all students to support and enhance their learning including: library books, textbooks, digital resources, Chromebooks and mobile hotspots.

Digital resources are available from home with links from our school and [library websites](https://lschwoerer.wixsite.com/lagunalibrary). <https://lschwoerer.wixsite.com/lagunalibrary>

- Students are responsible for returning materials by the due date as well as the replacement cost of any lost or damaged materials.
- Students must adhere to the [SLCUSD Responsible Use of Technology Agreement](#) while using school technologies.



SLCUSD Chromebook Guide August, 2021

Please follow these steps when you receive your device and with troubleshooting.

- CHARGE YOUR DEVICE** for 2-4 hours before use.
- UPDATE YOUR DEVICE** Visit: [chrome://help](#)
- Remove CHROME EXTENSIONS** if you have extensions installed that are not school related. They may cause problems/odd behavior. Please remove by navigating to `chrome://extensions`
- SCREEN SIZE** Hold `control+shift` and tap either "+" or "-" to change your screen size. Tapping `control+shift+0` (zero) will reset it to default. In browser, zoom can be reset by `control+0` (zero).
- COMPUTER IS FROZEN** Hold the power button for 10 seconds, or perform a hard reboot by holding the `refresh+power` buttons.
- ACCESSIBILITY OPTIONS** Click the clock in the corner to bring up the menu and select accessibility options to manage. Here you can remove or add large cursors, magnifiers and more.
- CLEANING** DO NOT spray your device directly. Instead, spray a microfiber cloth and then clean the device; **wipes work well. Please do not use bleach.** If in doubt, test a small patch and wait 15 minutes to ensure it's a safe cleaner for screens and plastics.
- CHROMEVOX** The built-in screen reader for Chrome OS and is preinstalled on all Chromebooks and Chromeboxes. To turn on/off ChromeVox, users press `Control+Alt+Z`

Need More Tech Support?
Please stop by the school library during school hours or email Mrs. Schwoerer, lschwoerer@slcusd.org

Library Expectations: Be respectful of self, others and school property.

***Laguna Library adheres to the SLCUSD, COVID-19 safety protocols and guidelines.*

Technology Support:

- Tech support is available to students who need help with their device. Please stop by the LAMS library during school hours if you are experiencing any issues with your student's device.
- Please notify your school library tech or site principal if you are in need of a device.
- Laguna Middle School students may email LSchwoerer@slcusd.org for replacements, troubleshooting or general questions.

- [Chromebook Troubleshoot Guide](https://lschwoerer.wixsite.com/lagunalibrary/chromebook-help) <https://lschwoerer.wixsite.com/lagunalibrary/chromebook-help>

Library Expectations

- Be respectful of other persons and property.
- Be ready to learn.
- Be productive.
- Technology devices must be used for school related work during class time.
- Please enjoy your food or drink outside.
- Please ask for assistance.
- Work hard!

Physical Education Department Policies:

Clothes Policies: Students should have the following clothes items on a daily basis:

A Top – Shirt or Sweatshirt – Marked with first and last name on the name bar or across the chest.

A Bottom – Shorts or Sweatpant – Marked with first and last name on the name bar or across the thigh.

Socks – any color – Name markings not required.

Athletic Shoes – Shoes must have laces- no slip on shoes. Name markings not required.

Note: If students do not want to buy Laguna’s uniform items, they should have similar color PE clothes (no pockets, zippers, hoods, or logos) with crew necks; all marked as mentioned above. PE clothes must fit the student and should NOT be modified by cutting or extra markings.

Dress Policies: If the student does not have a PE clothes item(s), loaner clothes will be issued by the teacher and the teacher will hold the student accountable within the teacher’s class policies.

Students should wear only the designated PE clothes in class for activities. The wearing of clothes worn to school whether on top or underneath the PE uniform, with the exception of underwear, socks and shoes, is NOT allowed for personal hygiene reasons. Students are to only wear their own PE clothes. No wearing of other students’ PE clothes. The PE clothes should be taken home and cleaned each weekend.

General Policies:

Tardies - Students must be in the locker rooms by the beginning of the period. Students then have five (5) minutes to dress and report for roll call.

Class Dismissal - Students are to remain inside the locker rooms or the (north) office half of the gym until dismissed by a teacher or PE aide. Except for the PE aides, students may not leave through the gym or annex. Leaving early is considered a class cut and will be reported as such to Administration.

PE locks and lockers are assigned by the department. If a student is missing his or her lock, he or she should IMMEDIATELY see the PE teachers in the PE office. If the lock cannot be found, a new lock will be issued after paying \$6.00 for the lost lock. Locks from home and/or switching lockers without permission are not allowed. **The PE offices** are for the teachers and aides; all others need permission to enter.

Limited Participation:

It may become necessary for a student to be excused from full participation due to health reasons only. Limiting activity for an extracurricular activity after school is not an acceptable reason for limiting participation in Physical Education. To notify the PE teacher of a student’s need for limitation a detailed note from the main office, a parent / guardian or a note from a physician are acceptable methods, as well as parent phone calls. E-mail correspondence is NOT accepted as a proper method of notification. A note from the office is used when a student is injured at school or a parent has phoned in to indicate their child’s limitation. **To limit a student’s participation in Physical Education for longer than three (3) consecutive calendar days, a physician’s note on their letter head is required.** The note may be faxed to Laguna at 805-544-2449. In order to properly and safely instruct students with limitations **ALL NOTES MUST INCLUDE THE FOLLOWING INFORMATION:**

- **Student’s Name**
- **Today’s Date**
- **Dates of Limitation** – Maximum three (3) consecutive calendar days with a parent note.

- **Extent of Limitation** – What the student can do and what the student cannot do.
- **Reason for Limitation** – This information helps teachers monitor the student in class.
- **Signature of Parent / Guardian or Physician.**

As in many classes, **any missed work due to excused participation may have to be made up** by the student after returning to full participation.

No Aerosols or perfumes: All students are encouraged to use deodorant stick or roll-ons. No aerosols or perfumes allowed.

Bullying:

A student is being bullied when he or she is exposed repeatedly and over time to negative actions on the part of one or more students. Bullying implies an *imbalance* in power or strength. Students who are experiencing bullying should report it to the office immediately. The office will investigate all reported incidences of bullying. Often students are mutually antagonizing one another but perceive their actions as justified due to dislike or mistreatment by the other person. This is not the same as bullying.

Board Policy 5131.2: Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and procedures.

Education Code 220: No person shall be subjected to discrimination on the basis of disability, gender, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code in any program or activity conducted by an educational institution that receives, or benefits from, state financial assistance or enrolls pupils who receive state student financial aid.

Laguna School Rules Against Bullying:

We will not bully others.

We will try to help students who are bullied.

We will include students who are left out.

When we know somebody is being bullied, we will tell an adult at school and an adult at home.

HOW TO REPORT BULLYING

Tell an adult at school **and** an adult at home.

Leave a note in the office.

Call the school at 805-596-4055 or

Text a Tip: 500-OBIZ

E-mail a School Counselor or School Administrator.

Honesty Policy:

It is expected that students will tell the truth and do their own work for grades and credit. Copying work from friends or plagiarism, such as copying from the Internet without proper citation, is not allowed at Laguna Middle School. Students will face serious consequences for behaviors such as lying, cheating, plagiarizing, or forging signatures. At minimum, students will not receive credit for the work, and the teacher will contact the parent.

When a student is found lying or copying any assignment (e.g., test, homework, class assignment, or forging another person's signature), the following consequences will result:

1st referral: A behavior referral will be written. The teacher will conference with the parents. If the violation is related to an assignment, no credit will be given.

2nd referral: Referral to an administrator, parent contact, and possible Activity Probation, and/or a suspension.

Behavior Expectations:

Lancer Community Code of Conduct

Every student has the right to learn.

Every teacher has the right to teach.

Every member of our school community has the right to a safe school environment.

Students not in compliance with the standards are in defiance of authority and may receive a behavior referral, or further

disciplinary consequences will be determined according to the school administration.

General Expectations:

- Do not disrupt the learning and teaching process.
- Follow directions: comply with all requests.
- Be a learner, be prepared, turn in all assignments by the due date.
- Use good manners: be courteous and respectful to other students and staff.
- Students are subject to school rules any time they are on the campus or acting as representatives of Laguna Middle School in a curricular activity, sporting event, club, or extracurricular activity.

Some Specific Rules:

Cafeteria: Walk at all times. Go to the end of the lines. No cutting! Talk quietly and calmly to school staff and your peers. Keep hands, feet, and objects to yourself. Only buy food for yourself. Clean up your table and the floor around it. Don't throw food! Do not borrow money, take other people's food from them, or mooch food from others. Recycle, recycle, recycle.

Hallways: Walk at all times. Do not yell. Keep hands, feet and objects to yourself. Keep moving on the right side of the hallway to avoid congestion. No food, drink, or bad language in the hallways. Have a hall pass or blue slip when out during class time.

Lunch: Keep areas clean. No food, candy, or soda is permitted on blacktop or upper-field. Put trash in trash cans. Return equipment to proper place. Follow staff instructions. Stay in designated areas.

Bus Area: Walk to the bus area in an orderly fashion. Line up in your boarding area and wait for your bus there. Do not wander around. Students not riding the bus should not loiter in the bus area. All students waiting for a ride from a parent or car pool should do so away from the bus area.

Transportation:

Appropriate behavior is expected on school transportation.

Board the bus quietly and follow the directions of the bus driver. Follow all bus rules posted on the bus.

- First Referral – Warning and conference with parent.
- Second Referral – Two (2) week bus restriction.
- Third Referral – Four (4) week bus restriction.
- Fourth Referral – Removal from bus for remainder of year.

Assemblies:

Be respectful, courteous, polite, and quiet during the assembly. Sit in your designated area with your teacher. Clap and respond appropriately to the speaker or group performing. Booming or stomping are not appropriate. When the assembly is over, remain seated until dismissed.

Access to Certain Areas on Campus:

Upper and Lower Fields: Students are not allowed on the lower fields without adult supervision at any time. During lunch, students may use the upper field but may not congregate behind or in the dugouts or backstops.

Off Limit Areas: The parking lot and sides of the school are off limits during school hours unless supervised by staff.

Restrooms: Act responsibly and respect the privacy of others. Flush the toilet after using it. Make sure water faucets are turned off. Put all paper products in the trash can. No loitering. Any student who vandalizes the restroom will be subject to suspension and citation.

Bikes: Walk bikes on campus. Lock your bike in the designated area. Always wear your helmet.

Skateboards: Skateboards must be stored in lockers or the designated area during the school day. You are not allowed to ride them on campus at any time.

Theft: Taking property that belongs to the school or another student is prohibited and may result in suspension and police action.

Hands Off: Keep your hands and feet to yourself. No horseplay, "play fighting," or shoving.

Climbing: Stay off fences, out of trees, and off buildings and other structures.

Permanent Markers: Students are not allowed to carry permanent markers at school at any time during the year.

Dangerous Objects: Knives, lighters, fire crackers, and other dangerous objects do not belong at school.

End of School Day: When school is over, go home immediately unless you are waiting for your bus or participating in an afterschool program or activity. Students found to be loitering may receive school consequences.

Alcohol, Tobacco, and Drugs:

It is illegal for any student to have possession of, use, or sell alcohol, tobacco, or other drugs. The word “drugs” may refer to prescription or over-the-counter medicine, as well as illegal drugs. School administrators shall notify the appropriate law enforcement agency of any student found in possession or under the influence of legal or illegal drugs. Parents/guardians will be notified. Whenever there is suspicion of a student possibly using alcohol, tobacco, or other drugs, it shall be the responsibility of the school administration to counsel with the student and that student’s parents/guardian. Administrators may make a counseling referral to a school counselor and/or other agencies. **If you find any alcohol, tobacco, drugs, or dangerous objects on campus, turn it/them in to the office immediately.**

Sexual Harassment/Harassment:

Harassment on the basis of race, national origin, religion, gender, age, or disability in any form will not be tolerated. Forms of harassment include unsolicited remarks, gestures, or physical contact. It also includes the display or circulation of written materials or pictures derogatory to either gender or to racial, ethnic, religious, age or to disabled individuals or groups.

Sexual Harassment is *unwanted* sexual attention from peers, subordinates, supervisors, or anyone the victim may interact with in order to fulfill school duties, where the victims may be afraid to speak because of retaliation. The range of behaviors includes, but is not limited to, the following: verbal comments, subtle pressure for sexual activity,

leering, pinching, patting, and other forms of unwanted touching, as well as sexual comments/violence.

Students who believe they are the subject of sexual or other kinds of harassment should report the conduct to a teacher, staff member, counselor, or administrator.

Procedures to resolve the problem will then begin as soon as possible. No student will be subject to any form of coercion, intimidation, retaliation, or discrimination for reporting sexual harassment. Any student who is found, after appropriate investigation to have engaged in sexual or other forms of harassment of a member of the school community will be subject to appropriate disciplinary action, including detention, suspension, or a recommendation for expulsion to the Board of Education.

Cell phones, ear buds, recordings:

Unless specifically allowed by teachers and library tech in a classroom setting or in the School Library/Media Center, cell phones, ear buds, and other personal electronic devices must be turned off and put away during the school day including at breaks and lunch. No audio or video recordings are to be made during the school day without teacher approval. The school day is defined as running from the time the first bell rings until 2:59 p.m.

Cell phones that ring in class or are used on campus during the day will:

- 1) On the first offense be confiscated and returned to the child at the end of the day.
- 2) On the second offense, the phone will have to be picked up by the parent/guardian.
- 3) Students who subsequently break the cell phone rule could be required to leave their phone in the office during the instructional day.

Behavior Referral:

Behavioral Referrals are written by Laguna Middle School staff to alert the assistant principal or principal of a student’s inappropriate behavior that requires action. These referrals are written for infractions of classroom, school, and/or district rules. Teachers are expected to contact the student and parents

to discuss the details of the infraction. A referral may result in detention, a parent conference, suspension, or other appropriate action. Receiving a referral is serious and should be avoided by being cooperative, treating others with respect, and following staff directions.

Gum:

Gum is not allowed at Laguna Middle School. [Choking hazard, combined with cleanliness in our hallways and classrooms, necessitate this rule]. At teacher's discretion, some teachers may allow gum during testing within their classrooms only.

Dance Protocols:

All students will be required to have a signed parent permission slip to attend each dance. The following rules must be adhered to:

- Inappropriate dancing will not be permitted, as determined by school administration.
- A single warning will be given for misbehavior at the dance. A second incident of misbehavior will result in that student's parent being contacted to pick up the child. Major behavior violations can lead to an immediate parent phone call and further school disciplinary consequences.

Valuables on Campus:

Items such as phones, personal laptops, cameras, personal electronic devices, and large amounts of money should not be brought to campus. If these items are brought to campus, they are the responsibility of the student.

Behavior Contract:

Students who fail to correct behaviors in spite of interventions may be placed on a Behavioral Contract, wherein the student may be required to attend daily lunch and/or break and/or after-school detention, submit weekly grade checks to his/her counselor, be placed on Activity Probation, and in the case of an 8th grade student, lose end-of-year privileges.

Activity Probation:

Extracurricular activities are earned privileges and not rights. A student may be placed on activity probation if the student is suspended from school, permanently dropped from a class for disciplinary reasons, or accumulates multiple unexcused tardies or absences, or for accumulated behavioral referrals. Students placed on probation will be restricted from the next major extra-curricular activity, such as an evening event or activity or may be restricted from all extra-curricular activities for a defined period of time.

End of Year 8th Grade Activities:

At the end of each year, Laguna provides two wonderful activities for 8th grade students who have demonstrated good behavior throughout their 8th grade year. These activities are the 8th Grade Cuesta Picnic and the 8th Grade Party/Dance. Any 8th grade student who finds himself/herself in any of the following predicaments, may lose these 8th grade privileges.

- Five day suspension at any time during the school year.
- Behavioral contract at any time during the school year.
 - Activity Probation at any time during the 2nd semester.
 - Excessive referrals, absences, or tardiness at any time during the 2nd semester.
 - Failure to resolve any financial obligations to the library, cafeteria, etc.

All decisions regarding loss of these privileges rest with school administration.

Dress Code:

Students have the responsibility to come to school dressed in a manner that will not disrupt the instructional program or endanger anyone's health and safety. The school's dress standards reflect our community's expectations of "age appropriate" dress and consider the social and emotional developmental level of early adolescent students.

The Administration will make the final determination of whether a student's dress and grooming meet these standards.

In accordance with California Administrative Code, title V, Section 302: "Any person who comes to school without proper

attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school, or shall be required to prepare himself for school before entering.”

The following guidelines shall apply to all school activities:

General Guidelines:

- Undergarments should not be exposed.
- Accessories that are not allowed on campus include wallet chains, extra-long belts, studs, bandannas, spikes or unsafe jewelry.
- Logos on clothing, backpacks or student’s personal items should not promote or imply alcohol, drugs, tobacco, gang membership, profanity, ethnic or religious prejudice or sexual meaning.

Head covering:

- Hats may be worn appropriately outside on campus. Hoodies too. Inside the classroom it is up to the teacher. No student wearing headgear for religious expression will be required to remove headgear.
- Students shall not wear any mask, face paint, or item which would prevent a student or staff member from identifying the student by face recognition.

Skin:

- Marking on your own or someone else’s body or clothing with pens and markers is not permitted. Students will be required to wash off all such marks.

Pants/Shorts/Dresses/Skirts:

- Pants are worn to ride comfortably on the hip, undergarments are not exposed.
- Shorts, skirts, and dresses should be at least as long as the fingertip of the student’s relaxed, hanging arms.

Tops:

- Must have straps or be connected over each shoulder front to back
- Midriff and undergarments must be covered (test it before leaving home in the morning... in front of a mirror-

raise your hands... if you see your tummy, your shirt is too short).

Footwear/Shoes:

- Shoes comfortable for walking the halls. No flip-flops, bare feet or open back shoes for safety.

Enforcement: When a school staff member or school administrator discovers a dress code violation, students should be spoken to about a dress code violation privately. To prioritize education, the student will remain in class until an appropriate opportunity arises to provide options for obtaining appropriate clothing. All efforts will be made to keep students in class.

Options for Obtaining Appropriate Clothing

- Student may turn clothing depicting inappropriate content inside out.
- Student may check out clothing from those in the office.
- Student may change into other clothing they have (or borrowed from other student)
- Student may call home and request suitable clothing brought in.

**Items in office MAY NOT be marked in any way to shame the student.*

Discipline for dress or grooming violations should be consistent with the discipline policies for comparable violations and a progressive school consequence will be assigned.

Public Displays of Affection:

Display of affection is limited to holding hands; other displays of affection are not considered age-appropriate school behavior.

Late Start Mondays:

Laguna students walking or being dropped off should not arrive on Late Start Mondays until 8:45 a.m., as classes begin at 9:25 a.m. Laguna Middle School will provide an open Multi-Purpose Room (MPR) so students arriving early will have a place to sit, study, converse, or buy and eat their breakfast. Students will be released from the MPR at 9:00 a.m.

Textbooks and Book Covers:

The school furnishes books to all students. Students are required to keep textbooks covered at all times. Please do not use sticky or fabric covers as these damage the books.

Students will be financially responsible for any unreasonable damage to textbooks. Loss of a book will result in the purchase of a replacement by the student. If a lost book is found, the money will be refunded to the student.

Activities:

Student Government:

The student government at Laguna Middle School is elected in September. Seventh and eighth grade students may run for Student Council office. Each 1st period will select one representative and alternate from among all interested students in class. Student Council members participate in school service as well as community service projects.

Athletics:

An interscholastic athletic program is offered to all seventh and eighth grade boys and girls for athletics. All students participating in athletics must pass a physical examination and must have sufficient insurance coverage. Additional information will be available at the appropriate time for each specific sport.

Music and Chess at Lunch:

Students who enjoy music and/or chess are encouraged to do so during lunch in the quad on Wednesdays.

Intramurals:

An intramural program is offered to all students during lunchtime. A wide variety of supervised activities are offered. Participation is voluntary. Join the fun!

SLO Parks and Recreation:

SLOTeens, an after school drop-in program at Laguna, is also part of the city recreation program. For Recreation Department information call 781-7282 or 781-7441.

Announcements of upcoming events are also published in the daily bulletin.

Academic Eligibility:

Students must have a "C" average (2.0 GPA) or better with no "F" grades to be eligible for student government and interscholastic sports. Grades are based on the most recent grade check. Failure to maintain grade requirements will result in students being restricted from activities or games. Full participation may resume when the grade average is "C" with no "F" grades. Continued academic ineligibility will result in dismissal from the position.

Field Trips:

Students who are to be considered for participation in a field trip are required to meet certain standards for behavior and academic performance. To be eligible for participation in extracurricular and co-curricular activities, students must maintain a "C" average (2.0 or better) and have no "F" grades. Eligibility is based on the most recent quarterly report card. Administration may check for grades at any time and grant eligibility at such time as grades meet eligibility requirements. Any Laguna student who participates in a field trip functions as a representative of Laguna Middle School, and, as such, is expected to exhibit only exemplary behaviors. Any student who misbehaves on a field trip can expect to lose the privilege of attending future trips and will be subject to disciplinary actions upon return to school.

Awards:

James Williams Service Award:

This award is presented to one (1) 8th grade student for outstanding service to the school. The award is given in honor of James Williams, Laguna's first principal, who was killed in a car accident in 1970.

Daughters of the American Revolution:

This award is presented to one (1) seventh grade student and one (1) eighth grade student for their display of honor, service, courage, leadership, and patriotism.

Scholar and Honor Roll:

Students with good grades are honored each semester by receiving a certificate in their homebase class. The Scholar Roll lists students with a 3.83 to 4.0 grade point average with no grade below a “C.” The Honor Roll lists students with a 3.3 to 3.82 grade point average with no grade below a “C.” The points assigned to grades are as follows: A = 4 points, B = 3 points, C = 2 points. The total number of points received divided by the number of subjects given a letter grade will give the student a grade point average (GPA). A certificate is awarded to each student on the Scholar and Honor Roll. A student must receive a minimum of five (5) letter grades per semester to be eligible for the recognition.

President’s Award for Educational Excellence:

This award requires scoring advanced in both ELA and math on the 7th grade CAASP TEST AND A 3.5 GPA each semester through the first semester of 8th Grade.

Top Academic Awards:

These awards are presented to eighth grade students with a 4.0 grade point average for three (3) semesters (two (2) in 7th grade, one (1) in 8th grade). Note: To qualify for the award, the student who completed a 7th grade wheel must have earned an “A” in three (3) of four (4) wheel classes with no wheel course grade lower than a “B.”

Departmental Academic Awards:

These awards will be presented to 8th graders at Awards Night.

Mayor's Award for Community Service:

Laguna Middle School students who complete 30 hours or more of community service during the school year are recognized for their efforts volunteering on campus and in the community. Verification of Community Service forms are due in April and are available in the Counseling Office, Room G14, or on the school website.

Contests, Displays and Competitions:

Students are invited to compete in the Geography Bee, Mock Trial, Math Counts, Honor Band, and various art and writing contests.

Student Recognition:

When students are recognized for showing good behaviors, they may receive a sweepstakes tickets from Laguna staff members. The tickets are entered into a weekly drawing of prizes.

Other Recognition:

Recognition is provided through school wide announcements, parent newsletter, Advisory bulletins, departments, classes, Student Recognition Luncheons, and 8th Grade Awards Night.