



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

Scott Schalde

Counselors

Buffy Anderson

Mary Sanchez-Allwein

Principal's Secretary: Teresa Smith

Office Secretary, Suzanne Pericoli

Library Media Tech: Laura Schwoerer

Attendance/Health Secretary: Julie Mattson

Registrar/Counseling Secretary: Kelly Leurck

Custodial Crew Chief: Gary Edmonson

School Schedule

- The school day will be an alternating schedule.
- “A” days will be periods 1, 2 and 3.
- “B” days will be periods 4, 5 and 6.

The days will alternate, continually. Sample schedule below:

<p style="text-align: center;">Monday: Advisory 9:00-9:30 Period 1 or 4 9:45-10:30 AM Period 2 or 5 10:45-11:30 AM Period 3 or 6 11:45-12:30 PM</p> <p style="text-align: center;">Tiered Student Support 1:00-2:30 PM Office Hours: 2:30-3:30 PM</p> <p style="text-align: center;">Tuesday: Period 1 or 4 9:00-9:45 AM Period 2 or 5 10:00-10:45 AM Period 3 or 6 11:00-11:45 PM</p> <p style="text-align: center;">Tiered Student Support 1:00-2:30 PM Office Hours: 2:30-3:30 PM</p> <p style="text-align: center;">Wednesday: Period 1 or 4 9:00-9:45 AM Period 2 or 5 10:00-10:45 AM Period 3 or 6 11:00-11:45 PM</p> <p style="text-align: center;">Tiered Student Support 1:00-2:30 PM Office Hours: 2:30-3:30 PM</p> <p style="text-align: center;">Thursday: Period 1 or 4 9:00-9:45 AM Period 2 or 5 10:00-10:45 AM Period 3 or 6 11:00-11:45 PM</p> <p style="text-align: center;">Tiered Student Support 1:00-2:30 PM Office Hours: 2:30-3:30 PM</p> <p style="text-align: center;">Friday: Period 1 or 4 9:00-9:45 AM Period 2 or 5 10:00-10:45 AM Period 3 or 6 11:00-11:45 PM</p> <p style="text-align: center;">Tiered Student Support 1:00-2:30 PM Office Hours: 2:30-3:30 PM</p>
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School/Office Hours:

School hours are from 7:45 a.m. to 4:00 p.m.

Student Expectations

School is in session every day Monday-Friday.

Students are expected to

- attend all class synchronous meetings as scheduled by teachers.
- be dressed and ready for learning when joining synchronous instruction.
- set cell phones and other distractions aside during synchronous instruction.
- use technology appropriately.
- behave appropriately in synchronous lessons.
- complete all assignments by the due date.
- connect with teachers during office hours for additional help and questions

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 or email:

jmattson@slcusd.org 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.

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)

Tardies:

Students are tardy when they are not in their class period on time.

Cuts:

A "cut" is a willful absence from a class or classes without the approval and/or knowledge of the parents and school personnel.

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.

Parent Conferences:

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

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.

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.

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 (549-1233) for further information. Board Policy, 4139

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. For questions about this, please contact school counselors.

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:

Welcome!

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.

- Students may request library books using our [online catalog](https://destiny.slcsud.org/) [https://destiny.slcsud.org/] and request form. Library books will be made available during our specific scheduled pick-up and return days.
- Access to digital resources is 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.

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

***Laguna Library adheres to the COVID-19 safety protocols and guidelines per the [SLCUSD Reopening Plan, Fall 2020](#).*

Technology Support:

- Tech support is available to SLCUSD families who need help with their student's device. Please call 805-549-1250 or email: techhelp@slcsud.org if you are experiencing any issues with your student's device. Our hours of operation are from 8:00 am - 4:00 pm Monday - Friday. Please notify your site principal if you are in need of a device.
- Laguna Middle School students may email LSchwoerer@slcsud.org for replacements, troubleshooting or general questions.
- [Chromebook Troubleshoot Guide](https://lschwoerer.wixsite.com/lagunalibrary/chromebook-help) <https://lschwoerer.wixsite.com/lagunalibrary/chromebook-help>

SLCUSD Chromebook Guide

August, 2020

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

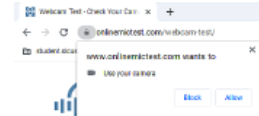
REMOVE CHROME EXTENSIONS
if you have extensions installed that are **not school related**. They may cause problems/odd behavior. Please remove by navigating to chrome://extensions

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.

ACCEPT CAMERA/MIC
You may need to allow Chrome to use your camera/mic before it will work with Zoom. Accept the pop-up when presented.

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**

More troubleshooting tips here: <https://bit.ly/3gvQ2CL>
If physically broken or not charging please contact your school site for a replacement.
Email: techhelp@slcUSD.org Phone: 805-549-1250
Monday - Friday 8am to 3:45pm

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 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.

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

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.

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.

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.

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.

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:

Not offered until December 14, 2020, if confirmed by county health and district administration. 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.

Academic Eligibility:

Students must have a “C” average (2.0 GPA) or better 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.

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.

Contests, Displays and Competitions:

Students are invited to compete in the 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.