

LOS COCHES CREEK MIDDLE SCHOOL



Student Planner/Handbook 2019-2020

**JoHanna Simko
Principal**

**Teryn Gilmore
Assistant Principal**

**9669 Dunbar Lane
El Cajon, CA 92021
Phone 619 938 8600
Fax 619 938 1850**

website: <http://www.cajonvalley.net/loscochescreek>

Student Handbook Table of Contents

Principal’s letter.....	Page 3
Mission Statement and School Bell Schedules.....	Page 4
Academics.....	Page 5
• Core Courses	
• Electives at a Glance	
• Student’s Personal Schedule sheet	
Planning Your Own Learning.....	Page 5
Attendance.....	Pages 5-6
• Independent Study Contracts	
• Missed Assignments due to absence	
• Transfers/Withdrawals	
• Deliveries/Messages for students from parents	
Bike Riders	Page 7
Chromebooks.....	Page 7
Riding the Bus.....	Pages 8- 9
• Tickets and Bus passes	
• Riding the bus home with a friend	
School-wide Discipline Plan.....	Pages 8- 15
Emergency Procedures.....	Page 16
Health Services and Medications.....	Page 17
Parent Communication.....	Pages 17- 19
• Homework Policy	
• Student Portal,	
• Zangle Parent Connect	
Library and Lunch	Page 19
Physical Education and PE locks/lockers.....	Pages 19- 20
8 th grade promotion Minimum Standards.....	Page 20
Schedule Change Policy.....	Pages 20 - 21
Student Support Service & Student Activities.....	Page 21
Academic Integrity.....	Pages 21-22
LCC Handbook and Academic Integrity Signature Page.....	Page 23



Los Coches Creek Middle School
9669 Dunbar Lane, El Cajon, CA 92021
Main (619) 938-8600 Fax: (619) 938-1850
website: <https://www.cajonvalley.net/loscochescreek>

School Hours

Mondays:
9:00 a.m. – 2:30 p.m.

Tuesday – Friday:
9:00 a.m. – 3:30 p.m.

JoHanna Simko
Principal

Teryn Gilmore
Assistant Principal

Leo Acosta
Counselor

Patti Thoma
Office Manager

Hello Wildcat Families,

School communities require leaders that are forward thinking, student centered, and innovative. With over 20 years in education, I have had great opportunities to imagine the school I want to lead and I am thrilled to be Principal at Los Coches Creek Middle School, Go Wildcats! I am a graduate of Cajon Valley, having attended Avocado Elementary and Emerald Middle School. I grew up down the street in Jamul. Most recently I worked as a school administrator in the neighboring Santee School District. Previously, I worked as a consultant with USD and before that I was an instructional coach at High Tech High.

I live in San Carlos with my husband John and my two high school daughters Kayden and Avary. We have 2 chickens, 2 dogs and a beta fish. We love the beach, trips to Mexico, and being together at home making good food and great memories.

I can't wait to meet each and every member of our school community. My door is open, I invite you to come sit down with me so we can get to know one another. I can't wait to learn and lead at LCC!

Respectfully,

JoHanna Simko
Principal

MISSION STATEMENT

The mission of Los Coches Creek Middle School is to provide a program that will assist all students in reaching their academic, social and physical potential through educational opportunities that will support them, challenge them, and help them grow as productive citizens of a 21st Century global community. Working closely with parents as equal and important members of our team, we strive to create a safe and welcoming atmosphere where respect for each individual, high standards, and a feeling of community prevail.

SCHOOL FACTS:

Opened: August 2006

Colors: Red and Gold

Mascot: Wildcat

School Bell Schedules

Monday- Shortened day	Tuesday - Friday
0 Period 9:00 - 9:12	0 Period 9:00 - 9:30
1 Period 9:16 - 10:00	1 Period 9:34 - 10:25
2 Period 10:04 - 10:48	2 Period 10:29 - 11:20
3 Period 10:52 - 11:36	3 Period 11:24 - 12:15
Period 4 11:40 - 12:24	Period 4 12:19 - 1:10
4th period Lunch 11:36 -12:06	4th period Lunch 12:15 -12:45
5 Period 12:10 -12:54	5 Period 12:49 -1:40
5th period Lunch 12:24 - 12:54	5th period Lunch 1:10 - 1:40
6 Period 12:58 - 1:42	6 Period 1:44 - 2:35
7 Period 1:46 - 2:30	7 Period 2:39 - 3:30

Core Courses

Grade 6	Grade 7	Grade 8
Honors English 6 English 6 Honors Math 6 Math 6 History 6 Science 6 PE 6	Honors English 7 English 7 Accelerated Math 7 Honors Math 7 Math 7 Science 7 History 7 PE 7	Honors English 8 English 8 Accelerated Math 8 Honors Math 8 Math 8 Science 8 History 8 PE 8

Electives (Descriptions are on the school website)

Planning Your Own Learning

*Being responsible for your own learning means you are planning your life;
your life isn't planning you.*

The pages that follow will help you plan your own learning and keep track of where you are on your Road to Success. Stay in the Green with grades of 'C' or better.

Road to Success

1. Get organized! Clean out your binder and backpack. Make a place for everything. **DON'T THROW ANYTHING AWAY** until the next trimester.
2. Check your grades every week – **and on the last school day of every month.**
3. Ask for help! Ask your teachers, your friends, your family, and students you know are good in that subject, go online for tutorials, make appointments with people around you that can help you. See the counselor.
4. Always do extra credit if it is available.
5. Do the work! Even if you don't get full credit. That learning will help you later on.
6. Make sure you celebrate your successes with **EVERYONE.**

ATTENDANCE

California State law requires regular attendance at school. Responsibility for attending class lies with the student. Because student success in school is directly tied to attendance, excessive absences will

result in a letter to the parent/guardian and/or may result in the student being referred to the Student Attendance Review Board (SARB). All absences, including tardies, must be verified by a parent/guardian by phoning the school office that day or by sending a written note when the student returns.

Excused Absences

Absences for personal illness, quarantine, personal medical/dental appointment, or funeral for an immediate family member are the only excused absences according to the California Education Code.

Parent Tip - Your Child's Academic Success Begins With Attendance

- When your child is absent, he or she loses academic instruction that affects learning, grades, and achievement scores.
- When your child misses even one day of school, it takes ***TWO days just to catch up***, according to the U.S. Department of Education.
- When your child is absent, he or she misses the social experiences, lessons, and relationships that help with fitting in and helps them succeed in life.

Tardiness

Students who are out of their seats when the bell rings are considered to be tardy.

EARLY RELEASE

Students who need to leave school before the end of the school day **MUST** bring a note from their parents/guardians stating the time, the reason, and the name of the person who will be picking them up. The person picking up the student will need to have identification with him/her in order to leave with the student. ***Notes should be presented to the office first thing in the morning*** and a pass will be issued to allow the student to leave class early.

INDEPENDENT STUDY CONTRACTS

Students who will be away from school for **five or more days** may apply for an Independent Study Contract in the office. Applications for Independent Study Contracts must be requested from the front office at *least one week* before the first date of the absence. Completing an Independent Study Contract will assist students in keeping up with their classes and assist with their success when they return. ***Successful completion of an Independent Study Contract does not count towards perfect attendance.***

MISSED CLASSWORK OR HOMEWORK

It is the responsibility of a student who is absent for one or two days to call his/her "Study Buddy" to get missed assignments.

Parents are encouraged to use the "Opt-In", Zangle Parent Connect and teacher Websites to look up homework and assignments. ***After a student has been absent for a third consecutive day***, the parent may call the school to arrange for missed work to be picked up the following day in the Front Office.

TRANSFERS/WITHDRAWALS

Parents of withdrawing students must notify the office prior to the student's last day. A student's withdrawal is complete when all fines, textbooks, library books, chromebooks, and records are cleared and a transfer/withdrawal form is completed.

DELIVERIES/MESSAGES FOR STUDENTS

Classroom interruptions to deliver messages and/or items will not be made during instructional time.

(PLEASE DO NOT TEXT YOUR STUDENT)

Students are responsible for having required materials, lunch or money, PE clothes, etc., each day.

Parents/guardians are requested to make transportation and other arrangements with their students prior to arrival at school. If there is an emergency, a message for a student may be left with the office. Students expecting an item or message are to check with the office during student breaks.

Bike Riders

Bike riders must lock their bikes in designated bike racks and wear properly fitted helmets. The school is not responsible for damaged or stolen bicycles. Motorized vehicles are not permitted. Bicycles, skateboards, scooters, roller blades, and other such devices are never to be ridden on any school grounds or in school parking lots.

Chromebooks

Each student is assigned a Chromebook to use for school related assignments while at LCC. Students take their Chromebooks home each day after school and bring it with them to school the next morning **fully charged**.

Insurance is available for accidental damage and must be purchased prior to damage.

Chromebook Reminders

- Your Chromebook should NEVER be left alone or with someone else other than an adult.
- NEVER share your password with anyone other than your parents.
- KEEP AWAY from liquids! Watch where you set your backpack down-make sure there won't be any liquids that might get on your Chromebook inside your backpack.
- Set your Chromebook down gently including when it is in your backpack.
- Your battery only has enough life in it to be used in class. Do not use your Chromebook before/after school, or at lunch or you won't have enough battery juice to use it in class.
- Charge your Chromebook at home EVERY DAY so it is ready for school the next day.

Parent Tip-Charging Chromebooks

At the beginning of the school year designate a charging place for your student's Chromebook. Make sure the charging place is visible to you. That way you will notice if it's not there and charging.

School-wide Discipline Plan

The best education is achieved in an environment that is safe. Therefore, the school environment must be orderly and a high standard of conduct must be maintained at all times. Any behavior that disrupts the educational process will not be tolerated. All students have a responsibility to behave in a manner that neither prevents teachers from teaching, nor students from learning. The rights and property of others must be respected.

Challenge of Authority

All school staff members are in a position of authority on campus or at any school-related activity. Students must follow the directions of all staff members. Direct challenges or verbal abuse towards a staff member will result in disciplinary action. If the challenge or verbal abuse is considered to be a threat, or results in bodily harm to a staff member, disciplinary action will include a sheriff contact.

Conflict	Ways to Avoid Conflict
<p>Fighting and/or threats are prohibited. Students involved in conflict, whether physical, verbal or otherwise, may be required to participate in a conflict resolution facilitated by a staff member. The keys to a successful conflict resolution are honesty, communication, responsibility, and remorse.</p> <p>Physical conflict may result in suspension. Since “play fighting” often results in real fighting, it is subject to the same consequences.</p>	<p>LCCMS teaches that to avoid conflict students should:</p> <ol style="list-style-type: none"> 1. Stop and take a breath/count to 10. 2. Think of the choices/consequences. Positive choices are: <ul style="list-style-type: none"> - Talk it over. - Walk away/do something else. - Apologize and let it go. - Place yourself by an adult. - Ask an adult for help. - Listen to the other person. 3. Make a decision.

BUS BEHAVIOR

Riding the bus to school is a privilege, which may be revoked if safety rules and/or the LCC Bus Rules are not observed. Students must go directly to the buses as soon as they are dismissed from school. Students who misbehave on the bus may be suspended from riding the bus (See LCC bus rules on the next page).

**Be safe on the bus, by following the bus rules, so the driver will be able to keep their eyes on the road!
When the bus driver is redirecting you or someone else it puts everyone at risk.**

Riding the Bus Home with a Friend

A friend may ride home with a bus rider (on a space available basis only) by purchasing a ticket **and** by bringing a note from home. The note must be delivered to the Assistant Principal’s office prior to the start of the school day. The office will sign and return the note to the rider. This note must be presented to the bus driver with the ticket at the beginning of the ride home.

Parent Tip Bus Tickets/Passes

Bus tickets and passes can be purchased in the office. Applications for free or reduced busing are available from the Cajon Valley School district transportation office.

If you have any concerns about a transportation issue, you may contact the ***Transportation Department at 588 3177.***



LCC Student Bus Riders Rules and Expectations

Rewards: Students that follow the bus rules may receive an LCC Wild Card which can be placed into the Wild Cat boxes in each pod for a drawing. Students that have exceptional bus behavior may also receive an LCC Front of the Line Pass for the bus or lunch.

Student Name _____

Bus # _____

Level 1	Level 2	Level 3
1 st offense = Warning 2 nd Offense = Lunch Detention 3 rd Offense = 1/2 day ISS periods (0 – Lunch) 4 th Offense = 1 day off the bus 5 th Offense = 2 or 3 days off the bus. 6 th Offense = 5 days off the bus 7 th Offense = Possible bus suspension	1 st Offense = Warning 2 nd Offense = 2 days of Lunch Detention 3 rd Offense = Assigned Seat 4 th Offense = 1 or 2 days of ISS 5 th Offense = 2 to 3 days off the bus 6 th Offense = 5 days off the bus 7 th Offense = Possible bus suspension	1 st offense = 1 or 2 days of ISS and an assigned seat for up to the remainder of the school year. 2 nd Offense = 1 or more days of out of school Suspension 3 rd Offense = 5 or more days off the bus 4 th Offense = Possible bus suspension
Behavior choices that fall into this level	Behavior choices that fall into this level	Behavior choices that fall into this level
Talking louder than a whisper.	Pounding on the seats or parts of the bus	Throwing items at the bus driver. Distracting the bus driver in anyway.
Not sitting with your back touching the seat back and your feet on the floor in front of you.	Taking the tape off the seat, removing the stuffing, poking holes, writing or any destruction of bus property.	Calling the bus driver names. *Use of profanity towards the bus driver (suspension out of school). Disrespectful to the bus driver
Using any type of electronics.	Getting out of your seat at any time other than to embark or disembark the bus.	Fighting on the bus. Bringing items not allowed at school (poppers, stink bombs, etc.)
Name calling and/or saying unkind things to or about another student.	Using social gestures towards other students or passing vehicles.	Refusing to give your name or giving a false name to the bus driver.
Taking, getting into, other students personal belongings.	Selling items food, candy, etc.	Throwing things at the bus or touching any outside part of the bus when it is moving.
Littering Eating or drinking on the bus.	Refusing to allow another student to sit next to you.	Bus Stop Rules and Expectations
Putting the windows up or down without permission	Throwing items out the windows or any body part out the windows.	Students are expected to follow school rules while waiting at the bus stop.
Public displays of affection.	Not following the drivers directions Use of profanity	Failure to follow school rules at the bus stop will result in disciplinary action being taken just as if you were on the school campus.
Chewing gum	Refusing or not sitting in your assigned seat.	Students are expected to report unsafe behavior immediately.

Loss of Privileges (L.O.P. List)

Students that continue to break school and classroom rules will be placed onto the Loss of Privilege List (LOP list). Once a student is placed onto the LOP list, he/she will remain on the list for ***6 weeks of school, not calendar weeks***. Students on the LOP list may not participate in school activities such as dances, field trips not related to academics, reward parties/activities and other student reward opportunities.

Questions Parents May Have Regarding the LOP List

How are students placed onto the LOP list?

1. By earning a grade point average below a 1.5.
2. Earning two or more Ds or Fs in citizenship and/or effort.
3. Being suspended (this includes in school suspensions and out of school suspensions).

How do I know if my student has been placed onto the LOP list?

The Assistant Principal's office will send a letter home informing parents that their student has been placed on the LOP list.

How long are students on the LOP list?

Students are on the LOP list for ***6 weeks of school*** (i.e. winter and spring break weeks are not counted in the 6 weeks of school).

Displays of Affection

Public displays of affection (PDA) are ***not allowed*** at school or during school activities. Inappropriate displays of affection include, but are not limited to: hugging (the exception would be a very *quick* greeting hug), intimate embraces, touching, kissing, and arms around the waist. **Continued PDA will result in disciplinary actions, which may include a disciplinary Stay Away Contract, change of class schedule or other disciplinary actions.**

Harassment/Bullying

One type of misconduct that happens more in the middle school years than at any other level is harassment. Harassment can be anything from excessive teasing to physically pushing someone around and trying to frighten him/her. This also includes bullying committed by means of an electronic act. We are dedicated to stopping this type of behavior. Since this usually happens when adults are not present, it is important for students to inform their teachers or school personnel when this happens. The administration treats harassment complaints seriously. They will be dealt with quickly and with the utmost confidentiality in order to protect students. It is especially important for students to help us stop this and other types of misbehavior. We need your cooperation and help in making this a safe, orderly and friendly school for all students. If you see something wrong, let your teachers or the administration know about it.

Cyber bullying

Cyber bullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful text, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication. Cyber bullying also includes breaking into another person's account and assuming that person's identity to damage that person's reputation.

Photos/Videos or recording

Recording or videoing of other students, community members or staff without the prior permission of the supervising certificated staff member and or/Principal is ***prohibited***.

Littering

Students who litter may be assigned to community service with our Custodian or lunch detention.

Out of Bounds

It is important that students stay in appropriate areas of the campus during the school day. In an effort to keep LCCMS safe, students are expected to walk on campus through the gates as soon as they arrive for school. Students should not walk outside of the gates after their arrival to meet friends or hang out. Students should remain in the lunch area until the 8:55 bell rings. At this time they should report to their homeroom classes.

Rumors

Spreading rumors, or untruths, about other students or LCC staff members will not be tolerated. Students caught spreading rumors will face disciplinary action.

Profanity, Vulgarity, or Obscenity

Appropriate language must be used at all times. Use of profanity, vulgarity, or obscenity is offensive to good taste and will not be tolerated at any school activity. Items that are pornographic or contain profanity or vulgarities will be removed and held by the Assistant Principal's office until a parent/guardian personally picks them up.

Selling

Students may sell school fundraising items at school (dance tickets, etc.). ***No other selling is allowed.*** Students selling other items will have the items confiscated and may have to return any payments they accepted.

Restricted Items or Items Not Allowed at School

Los Coches Creek Middle School will NOT be responsible for lost or stolen cell phones or other electronic devices.

Cell Phones and other electronic devices not provided by the school

Students are permitted to bring cell phones for use in emergency situations only. **Cell phones cannot be turned on or used during school hours.** Phones must be stored in the student's backpack and turned off at all times. All other electronic devices, not provided by the school, should be left at home. Failure to follow the Electronics rules will result in earning Electronics Restriction (See below).

Headphones may only be used with teacher's permission while in class. Students may not be *'wired for sound'*. This photo shows a student with their headphones threaded through their shirt or



'wired for sound.'

AirPods may not be used during school hours.



Electronics Restriction/Headphones *Parents will be notified for each offense



1st Offense = Warning. Students may pick up their device/headphones in the Counseling Office after school.

2nd Offense = Parent must pick up the device/headphones from the Counseling Office.

3rd Offense = Electronics Restriction for 1 week. Students must bring their device/headphones into the counseling office when they arrive to school. They may pick up their device/headphones when they leave school.

4th Offense = Electronics Restriction for 2 weeks. Students must bring their device/headphones into the counseling office when they arrive to school. They may pick up their device/headphones when they leave school.

5th Offense = Electronics Restriction for 3 or more weeks. No electronic device/headphones allowed at school other than a cell phone, which must be left in the counseling office immediately upon arrival to school.

A student who violates the cell phone policy may be prohibited from possessing a cell phone at school or school related events and/or may be subject to further disciplinary consequences.

Electronic Devices

Students are strongly discouraged from bringing electronic devices to school. If lost or stolen, the school will not be responsible. These devices tend to distract students from learning.

Electronic equipment such as iPods, AirPods, MP3 players, Nintendo or PlayStation gaming equipment are not banned from school, but they must remain in students' backpacks for the entirety of the school day. It is recommended that all electronic items stay home as they are easily lost and occasionally stolen. ***The school is not responsible for lost or stolen electronic items.***

Cell phones or other electronic items and headphones in use during the day without permission will be confiscated and sent to the office. If it is a first offense, the device will be returned at the end of that school day to the student. If cell phones or other electronic devices are taken more than once, the parent must pick them up from the Assistant Principal's office.

Office Phones

Office phones are not available for student use unless there is an emergency. Making arrangements for friends to come over, calling for missing homework, or other items, are not considered emergencies.

Prohibited Items

GUM

In an effort to keep the LCCMS campus clean and beautiful, gum is **never** allowed at school!

Other Items

Because these items can create a disruption to the educational process and/or create an unsafe situation, the following is a list of items, which are prohibited at Los Coches Creek. The list includes, but is not limited to: laser pointers, aerosol containers (aerosol deodorant, hairspray, and hair color), permanent markers (Sharpies), airsoft pellets, paintballs, glass bottles or containers, correction fluid (White Out) and scissors.

Dangerous Objects

Any student discovering inadvertent possession of a dangerous object, or sees another student with a dangerous object, should immediately report such possession to a staff member.

Discipline

Cajon Valley School District Discipline Guidelines

The top priority of the Cajon Valley Governing Board is to have a safe, secure, and effective learning environment for all students. In order to ensure that a positive and safe environment exists, the Cajon Valley School District supports "Zero Tolerance" procedures.

"Zero Tolerance" means that any student who possesses a weapon, provides or sells drugs at school, causes serious harm to another individual, or is a habitual disruption to our learning environment will face arrest, suspension, and possible expulsion proceedings. **The intent of Zero Tolerance is to keep these activities out of our schools.** To this end, each principal and assistant principal in the district are provided with a chart that gives very specific direction on the procedures to follow should one of these offenses occur on their school campus. Staff is available to carry out the procedures that would lead to the Governing Board's consideration of expulsion from the school district.

The best way to assure that these acts are not occurring in our schools is to adopt a preventive approach for each campus. This means that programs are in place, which encourages students to make decisions, which keep them and others safe.

ADMINISTRATIVE SUSPENSION OF STUDENTS (ED. CODE 48900)

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- | | |
|--|---|
| a) Caused, attempted to cause, or threatened to cause physical injury to another person. | had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. |
| b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil | |

- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stolen or attempted to steal school property or private property.
- h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Had lawful possession of, or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.

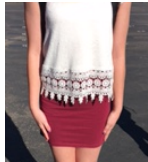
Dress and Grooming

The grooming and dress of all students must be neat, clean, and inoffensive to others. Students are expected to dress for school in a manner which supports, not disrupts, the learning process and follows these guidelines:

- ❖ Clothes must be worn as they are designed
- ❖ Shoes must be worn at all times.
- ❖ Clothing may not contain messages that are vulgar, offensive, obscene, are double entendre phrases or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.
- ❖ Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures of any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
- ❖ Jewelry with sharp, jagged, or pointed parts, which could injure a student, are not allowed. Also, long chains that hang out of pockets, or off of belts, are not allowed.

❖ **Hats-** May be worn outdoors only. If a hat becomes a problem, it may be confiscated and sent to the office. Sun-protective clothing may be worn during outdoor activities. The following guidelines are examples and do not cover all situations:

- **Shirts & tops** - Students shall not wear halter-tops, garments with spaghetti straps, shirts with holes in them, racer back shirts or strapless garments (**straps must be at least one and a half inches wide**).
- Brief and revealing clothing are not appropriate apparel in school such as garments that are "see-through", low cut, or expose one's midriff.
- **Shorts** must either have a minimum of a 4" (four inch) inseam, or must reach the tips of the fingers, when the arms and fingers are fully extended down the sides of the body.



- **Skirts** must reach the tips of the fingers, when the arms and fingers are fully extended down the sides of the body.
- Pajamas/pajama bottoms or slippers are not acceptable.
- Undergarments must not be visible.
- Overalls that act as the straps of the shirt are prohibited.
- **Pants**, when fastened, shall not sag or fit below the waist. All pants must fit around the waist and be properly fastened.



- Holes in pants or shorts may not be above the pockets.

❖ Clean and neatly groomed hair is required.

Lunchtime Behavior

LCCMS expects all students to behave appropriately throughout the school day including lunchtime.

Each student should find a table to sit at for the entire lunch period. Students may leave their table for four reasons during lunch: they may buy food, throw away trash, use the bathroom, or go to the field after being released by a noon duty aide. Failure to follow lunchtime rules may result in disciplinary consequences.

Eligibility to Attend School Activities

To attend any school activity, students **must be in attendance at school** during the day of the activity, not have earned a grade of 'D' or 'F' in citizenship or effort in any class, and not on the Loss of Privileges list. The dress code and all school rules apply during all activities. Students who do not follow the dress code or school rules will be removed from the activity and may not be allowed to return.

FIRE AND EMERGENCY DRILLS

In all drills, follow these procedures:

1. Students are to follow the instructions of their teacher.
2. Drills are to be carried out in a quiet, orderly manner.
3. Students are to leave the room in single file after instructions to do so are given.
4. Students are to return to the classroom when instructed by the teacher after the all clear from an administrator.
5. Should the fire alarm sound during lunch or between classes, students are to report to the location on the field where their first period teacher assembles.
6. Treat every drill as the real thing.

EMERGENCY PROCEDURE

During a crisis, Los Coches Creek Middle School staff will implement the Crisis Response Plan for that particular emergency. Students will be responsible for following the directions of staff members. Staff members have been trained and will know the correct response to any crisis. Students also will be taught the correct response to emergency situations.

Los Coches Creek Middle School has a Crisis Response Plan to deal with emergencies, including earthquakes, fires, bomb threats, active shooter on campus, intruder on campus, or any disaster. Each response includes procedures for safely evacuating students from classrooms and for articulating with law enforcement or other emergency agencies. The school has a plan for uniting students with their parents, setting up a first aid center, establishing a command center, and providing for the comfort and security of students.

Questions Parents May Have Regarding Emergency Procedures

1. *What do students do during an emergency?*

Follow the directions of staff members, since they are trained to handle emergencies. If students are without a staff member to direct them, they should remember what they have been taught and follow the emergency procedures to the best of their abilities.

2. *How will students be reunited with parents?*

During an emergency situation, the school will establish a Family Reunion Area where parents can pick up their children. **Only parents/guardians or others listed on the student's permanent record card, with identification, may pick up a student.**

3. *What happens when a student needs their medication, which is kept in the office?*

All student medications will be taken to the First Aid Center, so students needing their medication will have it available.

4. *What happens if parents are unable to pick up their child?*

During an emergency situation, students who are still at school at the end of the day (4:30 p.m.) would be released to the Sheriff's Department. The Sheriff's Department would reunite children with their parents. In the case of a severe disaster/emergency, LCCMS will follow the directions of the Cajon Valley Union School District Emergency Operations Plan. All students will be cared for until reunited with their parents or placed in the care of the appropriate emergency agency.

HEALTH SERVICES and MEDICATIONS

Students may not carry or take any type of medication, prescription or non-prescription (over-the-counter), at school, unless their parent has provided a physician completed Form #CH-41 -- "Physician's Recommendation for Medication".

The Health Office is open each school day. If a student is injured on campus, the Health Office will provide first aid. Please do not send a student to school to obtain ice packs, splints, ace bandages, band-aids, lotions, or to have a temperature taken. If it becomes necessary for a student to take any type of medication, prescription or non-prescription (over-the-counter), at school, the parent must have their physician complete Form #CH-41 – "Physician's Recommendation for Medication". This form is available in the office. All medications must be delivered by the parent/guardian and will be kept in and dispensed through the Health Office.

Students may not use cell phones to contact their parents/guardians about health issues during the school day. Students should report to the Health Office to be assessed. The adult in the Health Office will contact parents/guardians as necessary.

HOMEWORK

Philosophy Statement

The Cajon Valley Union School District recognizes homework as an integral part of a child's learning experience. As part of the education of all students, homework will be assigned on a regular basis. Research supports homework as a vehicle to improve academic achievement through increased learning time. In most cases, students should be able to complete homework independently. However, for additional support in math, tutorials are available online.

Through homework assignments, students can develop responsibility, self-direction, and organizational skills. Homework also can enhance the skills needed to become lifelong, independent learners. Homework is assigned for the following purposes:

- Reinforce and practice skills learned in class.
- Extend school experiences.
- Complete assignments.
- Provide enrichment activities.
- Encourage parent involvement in student learning.
- Teach responsibility and independence.
- Provide teacher feedback on students' knowledge of skills.

To be successful, students should expect to do at least **60 minutes** of academic practice each evening. ***Homework is included as part of a student's grade in each subject area.*** If a student has no homework in one of their classes, he/she should read, spend time reviewing previous assignments, prepare for tests, or work on long-term assignments.

Parent Tip – Please be sure to check your student's **Student Portal** for Assignments that have been graded, **Google Classroom** for current assignments each day for assignments and project due dates.

PARENT COMMUNICATION

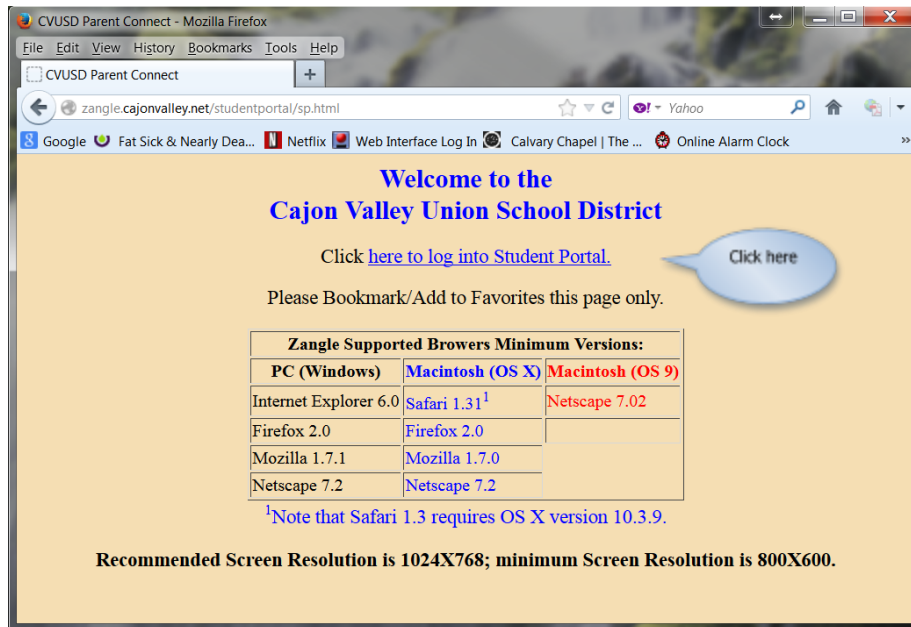
Many LCCMS teachers have individual websites. Parents/Guardians may visit a teacher's web site to read information about upcoming projects and exams, as well as get information regarding homework assignments.

How To Look at Individual Teachers' websites

1. Enter the following URL address: <https://www.cajonvalley.net/loscochescreek>
2. Select *Teachers*
3. Scroll down to select your students' teacher (they are listed alphabetically). Their email addresses are listed, as well as a link to their website/Google Classrooms.

Student Portal Instructions

To access the portal use this URL: <http://zangle.cajonvalley.net/studentportal/sp.html> or access the student portal link from the school web site. (**BOOKMARK THIS PAGE!**)



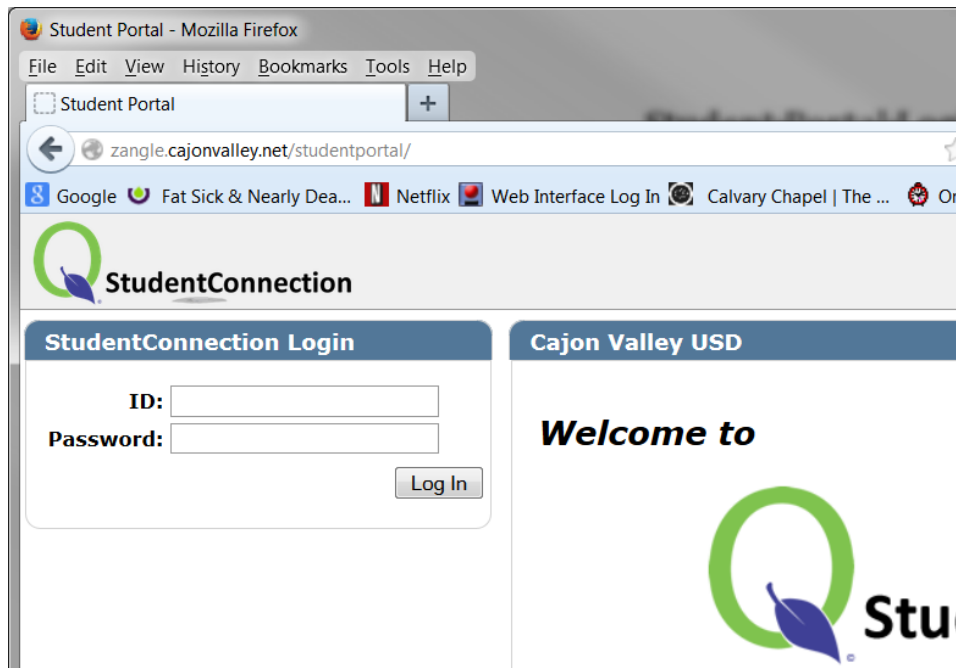
Log In

The Student id
Zangle
The password
UPPERCASE)
student last
name and student ID.

is the Student ID in
is (All
1st initial of
name and first

Example: Troy, Deanna
ID = 123456
Password = TD123456

- 1) Enter ID
- 2) Enter Password-This is supplied by the district.
- 3) Click Login



Zangle Parent Connect is the parent's tool to see how their child is performing in class.

Zangle Parent Connect

1. Enter the following URL address: <http://zangle.cajonvalley.net/parentconnect>
2. **Enter the pin and password you received from the school office.**
3. Select your student.
4. Click on the left hand prompt that says, "Show all assignments."

Library

The Library is available for students. Books may be checked out for two weeks. Students are responsible for returning the books promptly and in the condition in which they receive them. Students are financially responsible for lost or damaged books. Students owing money will not be able to check out books until fines are paid. Students owing library books or fines will not receive report cards. **The Library is only open on Wednesdays and Fridays!**

After a month, library books not returned or paid for are considered grossly overdue and students may be subject to disciplinary action or loss of privileges.

Lunch

LCCMS provides a hot lunch each day with several entrees and salads from which to choose. Milk is included. Additional milk and other items may also be purchased. Lunches may be prepaid. Prepayment envelopes are available in the office. Parents are also encouraged to use the school district's online Meal Pay Plus website to pre-pay for student lunches. The cafeteria will not allow students to charge. Applications for those who qualify for free or reduced lunches are available in the Front Office.

Physical Education

PE UNIFORMS

All students are encouraged to wear the official Los Coches Creek P.E. uniform, though other plain red shorts and gray shirts without pockets or logos are acceptable. Uniforms will be sold in P.E. classes and should be purchased during the first three days of school. The coaches will mark new uniforms with the students' names. **Students are not allowed to mark their uniforms in any manner.** Cotton sweats, plain in color and without any lettering or logos of any kind, may be worn on cold days.

PE LOCKERS/LOCKS

All students will be assigned gym lockers at the beginning of the year. Locks are provided by the LCCMS P.E. Department for 6th grade students and all new students. Students will use their assigned lock for their 6th, 7th and 8th grade years. Lost locks must be replaced from the LCCMS P.E. department for a fee.

To ensure the safety of personal items, all belongings should be locked in the student's assigned locker at all times and combination numbers should never be shared with anyone. The school is not responsible for lost or stolen items.

Parent Tip - When supplying your child with deodorant, hair products and other hygiene items to be used at school, choose items that are not made of glass, or are packaged in aerosol cans. No glass containers, hair spray, aerosol cans, or any propellants are allowed at school.

8th Grade Promotion

The governing Board expect 8th grade regular education students to meet these minimum standards of achievement and attendance to qualify for participation in promotion activities:

Academic Achievement-A minimum cumulative grade point average of 1.5 on a 4-point grade scale is required (A=4, B=3, C=2, D=1 and F= 0).

Attendance Requirement - No more than 25 excused or unexcused absences per school year are allowed.

Students who fail to meet these minimum standards will be referred to the Promotion Committee. The Promotion Committee will analyze each student's school history, achievement, and attendance records. The Promotion Committee will then determine each student's eligibility to participate in the promotion activities.

Schedule Change Policy

Schedule changes, though sometimes necessary, are problematic. Therefore, we try to make as few schedule changes as possible. Possible reasons for changing schedules can include: scheduling problems associated with electives and/or necessary required classes, core/Honors class placement, and academic concerns. Schedule changes are not made due to personality conflicts or related to requests to be with friends. If a request for change is primarily due to behavioral concerns, a number of steps must be taken before any schedule change is considered. These can include but are not limited to: conferences with teacher/student and parent/teacher, meetings with Administration and Student Success Team (SST) meetings.

The following steps **must** be taken prior to any considerations for schedule changes and documentation provided:

Step 1: The student speaks with the teacher about their concerns.

Step 2: Parent/Teacher Contact- Two contacts must be made (at the minimum) to clarify and resolve any conflicts. These can be phone calls, emails, or in person meetings.

Step 3: Student meeting with Counselor – The student meets with the Counselor to

discuss concerns and solutions, including a possible schedule change.

Step 4: Where and when applicable, the Grade Level Team will meet with the parent and the student to discuss moving classes.

STUDENT SUPPORT SERVICES

The team providing Student Support Services includes a counselor and a counseling clerk. Services provided include:

- Social/emotional counseling
- Groups concerning such topics as: stress management, decision making, self-esteem, accountability, coping skills, drug education, anger management, and grief
- Conferences with parents and/or teachers
- Schedules for appropriate classes
- Referrals to community resources
- Harassment issues

Our goal is to assist students to grow academically and socially during their stay at Los Coches Creek. The middle school years offer new experiences, challenges, responsibilities, and opportunities for students to clarify values, set goals, and continue developing confidence and positive self-esteem.

Students may request a confidential conference with a counselor to discuss personal or school problems. Appointments may be made by filling out a Counselor Request Form available in the Counseling Office.

Counseling services are designed to work with parents to see that the students' experiences here are rewarding. Parents are encouraged to be involved and may call to discuss a concern or to request services.

Rewards

At LCCMS we make every effort to honor and reward our outstanding students. Throughout the school year students may qualify for reward breakfasts, movies, special activities or field trips by demonstrating outstanding academic performance, excellent citizenship and/or meeting all the requirements set for the activity.

If a teacher catches a student doing something great, the student may receive a "Wildcat Pride" card. These cards should be turned into the office for entry in the drawing for prizes.

ACADEMIC INTEGRITY

Honesty is a valued character trait at LCCMS. Our school has a fundamental obligation to promote, model, and otherwise educate students about the importance of this basic value. Administrators,

faculty, staff, and students should practice and emphasize integrity and ethical conduct in all relationships and situations.

Cheating of any kind while completing course requirements (e.g., taking examinations, completing term papers/projects/assignments) is a personal violation of the high standard of behavior we strive to maintain. The intent of this policy is to support the school's efforts to encourage honesty and ethical conduct throughout the campus.

1. Using/sharing other information or references in a dishonest manner, plagiarism, copying another student's work; and/or similar activity.

Possible Consequences

<u>First Offense</u>	<u>Second Offense</u>
*Zero on the assignment/Test	*Zero on the assignment/test
*Lowered citizenship	*In school Suspension.
	* Parent Contact

2. Theft of a test/other reference material, etc., from a teacher's classroom, files, or personal property. Changing a grade in the grade book, on a progress report or a report card.

Possible Consequences

<u>First Offense</u>	<u>Second Offense</u>
*Zero on the assignment/test	*5 days suspension
*In school suspension	* Parent contact
*Parent contact	

NOTE: Students who provide information to other students or let them copy classwork shall be considered as culpable as the students who benefit from it.

Some answers to the question, "What is considered to be CHEATING?"

1. Giving assignments such as class-work or homework to another student to copy.
2. Sharing quiz/test questions or answers with students in other classes.
3. Talking to classmates about quiz/test questions during a quiz/test.
4. Sharing calculators during a quiz/test.
5. Using sources (other than your brain) unless approved by the teacher during a quiz/test.
6. Texting another student during a quiz/test.
7. Removing a quiz/test from the classroom without teacher permission.
8. Failing to turn in/or taking a quiz/test from the classroom without teacher permission.
9. Copying text from any source and claiming it as your own (plagiarism).
10. Cutting across or not following the run course during PE.
11. Signing your parent/guardian's name.

**Please remember: Your INTEGRITY is MORE IMPORTANT than your GRADE!
The purpose of school is to LEARN, not just to PASS.**



LCC HANDBOOK SIGNATURE PAGE

To help insure a positive educational experience for all, the LCC staff believes that home and school must work as a team. Please review the Student Handbook and discuss it with your child.

You may want to pay special attention to the following areas:

- Attendance
- Dress Code
- LCC Bus rules
- Academic Integrity

Once you have reviewed the handbook, please click the link below to the Digital Student Handbook Signature Page:

[Student Handbook Digital Signature Page](#)