



# **Student Handbook**

**2024 - 2025**



**LOS COCHES CREEK MIDDLE SCHOOL**  
**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, globally responsible 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 Vision**

Los Coches Creek Middle School will maintain a globally responsible community assuring student academic proficiency and social development with established interventions for student support.

- Our curriculum centers on students, makes connections of content to the lives of students, is comprehensive and balanced, and prepares students for post-secondary education.
- Our instruction assesses students' needs through performance assessment, reflects the research on learning, provides intervention when needed, seeks consistency of expectations, and utilizes a variety of instructional approaches.
- Our students are intrinsically motivated to perform and achieve, challenge themselves, commit themselves to become life-long learners, accept responsibility for their own actions and continue to be informed and involved citizens.
- Our environment enables students to succeed, facilitates effective collaboration, cooperation, and communication, supports students, staff, and parents, and encourages shared decision-making.
- Our staff works toward common purposes: respects individuality in teaching styles, uses data to improve student learning, demonstrates flexibility, models life-long learning, and values collegiality.

**Pete Chodzko, Principal**  
**Jeana Utech , Assistant Principal**  
**Kiki Canton, Assistant Principal**  
**Monica Roque, Counselor (6th Grade)**  
**Hope Lettow, Counselor (7th Grade)**  
**Leonel Acosta, Counselor (8th Grade)**  
**Darsi Gonzales, Intervention Counselor**

**Main office - (619) 938-8600**  
**FAX (619) 938-1850**  
**<https://www.cajonvalley.net/loscochescreek>**

**Lacey Ford Pedro, School Admin Assistant - (619) 938-8600**  
**Nahara Guerrero, Office Assistant II - (619) 938-8600**  
**Mandi Smith, Student Data Technician - (619) 938-8600**

I am honored to serve as the Principal of Los Coches Creek Middle School! As an educator for the past 20 years, I have been driven by my passion for serving and meeting my students and staff's individual needs. I wake up every morning excited to positively impact the lives of my students, their families, and my school community.

Throughout my years in education, I have witnessed, firsthand, the transformative power of community involvement. I firmly believe that education is a partnership between the school, families, and the wider community. Together, we can continue to build a school culture that is inclusive, collaborative, and dedicated to the success of every student.

I am committed to working closely with all our community partners to ensure that our students receive the best possible educational experience. GO WILDCATS!

Pete Chodzko  
Principal  
Los Coches Creek Middle School

**LOS COCHES CREEK MIDDLE SCHOOL  
MONDAY BELL SCHEDULE**

<b>6th Grade</b>			<b>7th Grade</b>			<b>8th Grade</b>		
<b>Period</b>	<b>Time</b>		<b>Period</b>	<b>Time</b>		<b>Period</b>	<b>Time</b>	
<b>Advisory</b> (12 Minutes)	9:00 - 9:12		<b>Advisory</b> (12 Minutes)	9:00 - 9:12		<b>Advisory</b> (12 Minutes)	9:00 - 9:12	
<b>Period 1</b> (44 Minutes)	9:16 - 10:00		<b>Period 1</b> (44 Minutes)	9:16 - 10:00		<b>Period 1</b> (44 Minutes)	9:16 - 10:00	
<b>Period 2</b> (44 Minutes)	10:04 - 10:48		<b>Period 2</b> (44 Minutes)	10:04 - 10:48		<b>Period 2</b> (44 Minutes)	10:04 - 10:48	
<b>Lunch</b> (30 Minutes)	10:48 - 11:18		<b>Period 3A</b> (44 Minutes)	10:52 - 11:36		<b>Period 3A</b> (44 Minutes)	10:52 - 11:36	
<b>Period 3B</b> (44 Minutes)	11:22 - 12:06		<b>Lunch</b> (30 Minutes)	11:36 - 12:06		<b>Period 4A</b> (44 Minutes)	11:40 - 12:24	
<b>Period 4B</b> (44 Minutes)	12:10 - 12:54		<b>Period 4B</b> (44 Minutes)	12:10 - 12:54		<b>Lunch</b> (30 Minutes)	12:24 - 12:54	
<b>Period 5</b> (44 Minutes)	12:58 - 1:42		<b>Period 5</b> (44 Minutes)	12:58 - 1:42		<b>Period 5</b> (44 Minutes)	12:58 - 1:42	
<b>Period 6</b> (44 Minutes)	1:46 - 2:30		<b>Period 6</b> (44 Minutes)	1:46 - 2:30		<b>Period 6</b> (44 Minutes)	1:46 - 2:30	

**LOS COCHES CREEK MIDDLE SCHOOL  
MONDAY BELL SCHEDULE**

<b>6th Grade</b>			<b>7th Grade</b>			<b>8th Grade</b>		
<b>Period</b>	<b>Time</b>		<b>Period</b>	<b>Time</b>		<b>Period</b>	<b>Time</b>	
<b>Advisory</b> (30 Minutes)	9:00-9:30		<b>Advisory</b>	9:00-9:30		<b>Advisory</b>	9:00-9:30	
<b>Period 1</b> (51 Minutes)	9:34-10:25		<b>Period 1</b> (51 Minutes)	9:34-10:25		<b>Period 1</b> (51 Minutes)	9:34-10:25	
<b>Period 2</b> (51 Minutes)	10:29-11:20		<b>Period 2</b> (51 Minutes)	10:29-11:20		<b>Period 2</b> (51 Minutes)	10:29-11:20	
<b>Lunch</b> (30 Minutes)	11:20-11:50		<b>Period 3</b> (51 Minutes)	11:24-12:15		<b>Period 3</b> (51 Minutes)	11:24-12:15	
<b>Period 3</b> (51 Minutes)	11:54-12:45		<b>Lunch</b> (30 Minutes)	12:15-12:45		<b>Period 4</b> (51 Minutes)	12:19-1:10	
<b>Period 4</b> (51 Minutes)	12:49-1:40		<b>Period 4</b> (51 Minutes)	12:19-1:00		<b>Lunch</b> (30 Minutes)	1:10-1:40	
<b>Period 5</b> (51 Minutes)	1:44-2:35		<b>Period 5</b> (51 Minutes)	1:44-2:35		<b>Period 5</b> (51 Minutes)	1:44-2:35	
<b>Period 6</b> (51 Minutes)	2:39-3:30		<b>Period 6</b> (51 Minutes)	2:39-3:30		<b>Period 6</b> (51 Minutes)	2:39-3:30	

## **Attendance**

One of the most important things your child can do to reach the goal of success is also one of the most basic: attend school on time, every day! Daily attendance at school is important, any missed day is a missed opportunity to learn and could result in a student missing up to three different learning concepts.

By attending class regularly, your child is more likely to keep up with daily lessons and assignments and take quizzes and tests on time. Research has shown that your child's regular attendance may be the greatest factor influencing his/her academic success.

### **If you are absent, you must**

- ♦ Clear your absence by parent phone call or note within 24 hours.
- ♦ Make up all missing work
- ♦ See your teachers for help

**Please contact the Office if your student will be absent for any reason: 619-938-8600**

Attendance is monitored by the school and the State of California.

## **Truancy**

Students who are absent more than 30 minutes from the school day without their parents' knowledge, or consent, are truant. Students who are truant may receive a negative consequence for their truancy. If a student is truant for more than 3 days a meeting may be scheduled with the student, parent, counselor, and an administrator.

## **Independent Study Contracts (\*ISC)**

Students who must miss more than 3 days of school (up to 15 days) must be on an ISC.

- ♦ Parents must contact the front office at least **2 weeks in advance** to ensure that the contract can be prepared ahead of time.
- ♦ Students must meet certain academic and attendance criteria in order to qualify for an ISC
- ♦ All work must be completed and turned in the day the student returns to campus

## **Make-up Policy**

All students are responsible for making up any missed work. Students are expected to see their teachers within 24hrs for makeup work. Late work and absent work policies are determined by each teacher and sent home in course information the beginning of the school year.

## **Arrival**

**Students may not be on campus before 8:30 AM, unless they participate in a supervised activity:**

- ♦ EDP Morning Program
- ♦ ELOP Sunrise Program

Students participating in these programs will remain with their assigned supervisors until given permission to leave the program. Students that do not follow the direction of the assigned EDP and ELOP program supervisors may be removed from the programs.

When the gate opens for breakfast, all non-EDP and non-ELOP students are expected to enter campus. Students will then either collect their breakfast items and sit in the appropriate areas, or choose not to participate in the breakfast program and sit in the appropriate area. Students will have access to the field in the morning if they would like to walk around and not sit at a table. Students are not permitted to leave the designated grade level areas until directed by site administration or morning supervisors.

## **Tardiness**

- ♦ **Gates will remain open until 9:00 AM**
- ♦ **Between 9:00-9:15 students must enter the Main Office, request a tardy slip, and deliver the slip to your scheduled classroom teacher.**

According to California Education Code, the only excused tardies are for *illness, medical emergency or appointment, or the funeral of an immediate family member.*

## **Leaving Campus During the School Day**

While we prefer that students don't leave early, we understand that unexpected situations occur. If your student must leave early:

- ♦ Students may not leave without being signed out by an authorized adult.
- ♦ For the safety of all students and staff, adults must be on the permanent record card and show proper ID before students will be released from school.
- ♦ The adult must be on campus prior to us calling the student out of class.
- ♦ If your child is at PE or at lunch, there may be a lengthy wait to retrieve your student from class

## **Student Deliveries**

Students are not permitted to use or receive food through food delivery services at school. For the safety of our students, only a parent or adult listed on your child's emergency contact list may drop off items for students. We ask that all families encourage their students to take responsibility for their own homework, Chromebook, lunch, PE clothes and any other items before they leave for school each day.

In an effort to ensure that our campus remains safe and secure, the Office staff will not accept/receive food deliveries here on campus. For these same reasons, we will not allow students to accept food deliveries on and around campus.



# **Transportation**

## **Family Vehicles**

Student safety is everyone's priority at Los Coches Creek Middle School. We ask that all family members obey all traffic laws/rules and follow the directions of our Campus Safety Lead, Administrator, or Staff and when driving on and around our campus.

## **Dropping off/Picking Up Students**

When entering the parking lot...

- Be aware of pedestrians
- Please Follow all traffic signs and rules
- Do not block traffic, please be considerate
- Drive slowly and cautiously.

## **Personal Transportation - Bicycles, Skateboards and Scooters**

Students are allowed to ride bicycles, skateboards and scooters to get to school and return home. Students must follow all of the rules below to ensure their safety and the safety of others. Any violations of these rules may result in removal of the student's ability to use bicycles, skateboards and scooters to get to school and return home.

- Helmets are required for all students that choose this option of transportation. It is the LAW.
- Bikes, skateboards and scooters must be walked to and from the bike rack once they reach campus
- Bikes and scooters must be locked up in the bike rack.
  - Skateboards are not to be carried by the student throughout the school day and may be turned in to the office for the day.
- The school is not responsible for lost or stolen bikes, skateboards or scooters.

## **Bus Passes/Tickets**

Bus passes and bus tickets can be purchased in the office before school or at lunch. Tickets/Passes will not be sold after school. Applications for free or reduced tickets are also available in the office.

Students transported in school buses must comply with rules of orderly conduct. Inappropriate behavior will result in a bus incident referral and consequences. Consequences may include a warning, or loss of bus riding privileges for up to ten days. Continued inappropriate behavior may result in permanent loss of bus riding privileges. Any concerns about a transportation issue may be directed to the Cajon Valley Transportation Department at (619) 588-3177.

## **Leaving School**

All students MUST leave campus immediately after the last bell rings at 3:30 PM on regularly scheduled days (Tuesday-Friday) and 2:30 PM on modified Mondays. Students involved in school-sponsored, after school activities are the only exception and must immediately check-in with their assigned supervisor. In addition, proper etiquette and behavior is expected on the way home from school. Please help us reinforce our focus on respect and proper behavior when students are on their way to school, at school, and on their way home from school.

## **Leave ALL Valuables at Home**

Keep money and items of value at home to ensure a distraction and stress free learning environment. Personal property that is not used in the instructional program should not be brought to school to prevent loss, theft, or damage for which the school is not responsible.

## **Lost and Found**

"Lost and Found" cart is located in the main office near the Chromebook Hospital. Smaller valuables such as watches, jewelry, and keys are held in the Main Office. Unclaimed items are donated to various charities at the end of each trimester.

## **Visitor Policy**

- All visitors must check in at the front office via the online Raptor system.
  - Photo ID is required to access campus. If photo ID is unavailable, administrators reserve the right to grant or restrict access as best protects the safety of the campus.
- Parent/guardian shadowing of students or observations of teachers and activities **require a minimum of 24 hour notice to teachers.**
- Only Parents/Guardians may shadow/visit classrooms during instructional time. Special circumstances will be considered by the administration.
- Parents/guardians wishing to visit their student during lunch may do so without advance notice, but must check in at the front office.
- At any time, the administrator may impose reasonable limits on visits and observations to ensure safety and protection of the learning environment

*Legal Reference: BP 1250 (a) AR 5020 (a) CA Ed. Code 51101*

## **Health office**

- Students are **prohibited from** carrying **any type of medication** including both prescription and over the counter medication (Advil, cough drops, etc.) at any time.
- Students that require inhalers or Epi-pens, must have doctor's orders and parents/guardians must complete and turn in the district required paperwork prior to carrying the identified medication.
- Any medication requirements during school are handled in the Health Office. Please contact our health aide with any concerns or questions regarding medications.
- Students with a fever over 100 degrees must stay home from school and be fever free for 24 hours before returning.
- Picking up an ill student: Adults must be on the permanent record card and show proper ID before students will be released from school (No exceptions – this is for the safety of all students)
- Students should not use their personal phones to contact parents.

## **Security Cameras**

Los Coches Creek Middle School is monitored by a 24 hour closed-circuit camera system. Please be advised that when you are on campus, you are being monitored and recorded. Camera footage is used for security and safety purposes.

# **Behavior Expectations**

## **Student Conduct**

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 be addressed in an appropriate manner. Students are responsible for their conduct. Their conduct should not prevent teachers from teaching nor students from learning. Students will follow the directions of staff on campus or at any school-related activity. Students may face disciplinary action if they are in direct defiance of a directive from a site employee.

## **Progressive Discipline Plan**

### ***School Climate:***

Los Coches Creek utilizes a Positive Behavior Interventions and Supports (PBIS) system, along with a restorative model where we:

1. Explicitly **TEACH** what is expected
2. Actively **ACKNOWLEDGE** students when they are following the expectations
3. Instructionally **CORRECT** students when they are not following the expectations

We work to acknowledge positive behaviors and we use data to make decisions that develop and promote school values and implement school-wide policies that are proactive, preventative, and restorative.

### ***Restorative Practices:***

Restorative practices is a range of community building and peacemaking practices adapted to the school setting. The intention is to build trusting relationships and offer restorative alternatives to punitive discipline. Restorative inquiry is an essential restorative practice. A series of guiding questions are asked:

- What happened?
- Who was affected/impacted?
- What can be done to make and keep things right?
- How can others support you?

### ***Equity:***

Processes are developed to support the reduction of exclusionary discipline to provide our students with equitable access to education. Our work is focused on increasing classroom engagement for every learning style and our capacity for being culturally competent in our instructional practices and inclusive of our diverse learning styles.

### ***Core Beliefs:***

When working with students in a disciplinary situation, we believe:

- Every attempt should be made to maintain the dignity of both the students and the adults
- Students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- Students should have the opportunity to tell their side of the story (due process) when consequences appear unfair.

- Misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.
- There should be a logical connection between misbehavior and resulting consequences.

Although many of our students consistently make positive choices for themselves, sometimes there might be unwise or unsafe choices made where we need to implement additional consequences/interventions that may include parent/teacher conferences, alternatives to lunch, campus beautification, in or out of school suspensions or loss of privileges.

### **Items Not to be Brought to School**

The following items are not to be brought to school:

- Aerosol cans, lighters
- Glass containers
- Gum
- Laser lights/pointers
- Drugs, tobacco, or alcohol
- Weapons
- Any item that could distract from learning opportunities

**Any items of value brought from home are the responsibility of the student. The school is not held responsible for lost, stolen or damaged items.**

### **Bullying**

**Definition of Bullying** – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

**Cyberbullying** – A form of bullying committed by the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication devices, computer, or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the school may impose consequences and discipline for those who

engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

### **Incident Statements in AP Office and Counseling: How to Report Bullying**

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to any staff member. Students will be asked to complete an incident report in the counseling office or office of the assistant principal. Any school employee receiving such a report shall promptly transmit the report to the assistant principal.

### **Public displays of affection**

Public displays of affection are not allowed at school or during school activities. Inappropriate displays of affection include but are not limited to hugging, hand-holding, intimate embraces, touching, kissing, and arms around the waist.

### **Sexual Harassment**

Any action, comment, or remark (whether written or spoken) that may provoke a negative reaction from another person is forbidden and subject to disciplinary action.

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment. Sexual harassment may occur as a pattern of degrading sexual speech or actions ranging from verbal or physical annoyance or distractions to deliberate intimidations and threats or demands. Sexual harassment may include, but is not limited to:

- Vulgar remarks
- Sexual derogatory comments
- Physical touching, pinching, patting, or blocking free movement
- Sexual propositions or advances
- Physical assault

### **Harassing Behavior Includes**

- ♦ Vulgar Writings, notes, posters, symbols
- ♦ Inappropriate actions such as verbal comments, gestures, touches that are deliberate and unwelcome
- ♦ Any forced action such as pulling clothes down or blocking or cornering someone in a sexual way
- ♦ Negative comments or behavior based on gender

### **Selling Items on Campus**

Student groups may sell school items related to school events such as dances, after school events, etc. ***No other selling is permitted.*** Students selling other items will have the items confiscated and may have to return any payments they accepted. Parents will be notified and required to pick up any confiscated items.

## **Out-of-School Suspension**

Suspension is a very serious disciplinary action. A student can be suspended from school by a site administrator for as few as one (1) day and for as many as five (5) consecutive school days. All work assigned during the suspension must be picked up by a parent or designee and is due upon the student's return to school. Any student who is suspended must adhere to these restrictions:

1. The student is not permitted in the school building or on any Cajon Valley Union School District grounds without specific permission from the principal.
2. The student is not permitted to participate in any school function or extra-curricular activity while under suspension.
3. The student is not permitted to participate in any school function or extra-curricular activity until they attend a full day of classes after returning to school.
4. The student may participate in a re-entry meeting with their parent, an administrator, a counselor, and a teacher (if available).

## **Suspension & Expulsion - (CA Education Code: 48900 et al.)**

The following conduct is forbidden by law and beyond regular disciplinary procedures. These offenses apply to the student "to and from" school and during all on or off-campus activities. These acts may result in suspension and/or expulsion.

- Physical Injury to another person
- Weapons (firearms, knife, explosive, or other dangerous object)
- Possessed, sold or delivered, or furnished, under the influence of Alcohol, an intoxicant, or a controlled substance
- A substance represented to be alcohol, intoxicant, or a controlled substance.
- Committed or attempted to commit robbery or extortion.
- Damage to school or private property
- Tobacco or nicotine products on school premises.
- Obscenity (obscene act, habitual profanity/vulgarity, vulgarity)
- Drug Paraphernalia
- Knowingly received stolen property
- Imitation firearm
- Sexual assault or battery
- Harassed, threatened, or intimidated a witness
- Selling of any prescription drug
- Hazing
- Engaged in an act of bullying
- Aiding and abetting physical injury
- Sexual harassment (verbal/visual, physical)
- Engaged in hate violence
- Engaged in intimidation (harassment/threats)
- Terrorist threats against school officials or school property

## **Dress Code**

### **Student Dress and Appearance – Dress For Success!**

- Clothing must be worn appropriately.

- Pants must be worn at the hips or above; boxers/underwear/undergarments cannot be exposed.
- Tops/shirts must completely cover the torso and cleavage at all times. Midriffs cannot be exposed. All shirts must have at least one-inch straps that go over the shoulder. If a shirt has not met this requirement an over shirt or sweater must be worn over.
- Skirts and shorts must be worn at least mid-thigh in length.
- Pants with holes above the fingertips are not allowed.
- See-through clothing is not allowed
- Shoes must be worn at all times.
- Clothing or accessories may not advertise alcohol, tobacco, or drug products or have inappropriate or gang-related, or suggestive language and may not cause a distraction to the learning environment.
- Headwear may be worn. Headwear must allow the face to be visible to staff. Students must comply with teacher/staff requests to remove headgear indoors
  - Exceptions are made for students with religious or medical reasons

**Students not complying with this policy shall be subject to the following:**

- Students will be asked to either replace or cover the inappropriate clothing.
- Chronic offenses may result in disciplinary actions.

This policy may not address all of the potential problems. Administration will review cases individually as needed and a final decision will be made. These decisions are made so that Los Coches Creek Middle School is able to keep a safe and non-disruptive learning environment.



## Reflect Your Respect

Must Wear	May Wear	May Not Wear
<ul style="list-style-type: none"> <li>✓ A shirt (with opaque/non-see through fabric in the front, back and on the sides under the arms)</li> <li>✓ Pants, jeans or the equivalent, such as sweatpants, leggings, skirts, dresses, or shorts that must be an appropriate length for school (i.e. undergarments are not visible).</li> <li>✓ Shoes</li> </ul>	<ul style="list-style-type: none"> <li>✓ Hats and beanies (must allow the face to be visible to staff, must not interfere with the line of sight of any student or staff). Students must comply with teacher/staff requests to remove head wear indoors.</li> <li>✓ Religious headwear or scarves</li> <li>✓ Hoodie Sweatshirts</li> <li>✓ Fitted pants, sweat pants, dark colored leggings</li> <li>✓ Ripped jeans, as long as rips are mid-thigh or below</li> <li>✓ Tank tops - undergarments must not be visible or be too low cut</li> <li>✓ Athletic attire that conforms to the dress code</li> </ul>	<ul style="list-style-type: none"> <li>✗ Bare midriffs</li> <li>✗ See-through fabrics</li> <li>✗ Halter tops</li> <li>✗ Off the shoulder</li> <li>✗ Low-cut tops</li> <li>✗ Visible undergarments</li> <li>✗ Clothing that depicts violence, hate speech, profanity, vulgarity, sexually suggestive pictures or insignia, drugs or alcohol</li> <li>✗ Skirts or shorts shorter than mid-thigh</li> <li>✗ Accessories that could be considered dangerous or could be used as a weapon</li> </ul>



# Technology

## **Cell Phone & Device Use Policy**

Personal electronic devices (i.e., cell phones) will not be permitted for student use while on the school campus without explicit permission and under the direct supervision of a teacher or administrator of the school district. Phones and other personal electronic devices must be silenced, powered off, and stowed away when entering the campus. This policy will be enforced whenever students are on campus, including the before and after school programs.

Students are allowed to possess and use a smartphone under the following conditions:

1. In the case of an emergency, or in response to a perceived threat of danger.
2. When a teacher or administrator of the district grants permission to the student, subject to any reasonable limitation imposed by that teacher or administrator.
3. When a licensed physician or surgeon determines that the possession or use of a smartphone is essential for the health or wellbeing of the student, and the use of which is limited to purposes related to the health or wellbeing of the student.
4. When a student's individualized education program requires possessing or using a smartphone.

Students are not permitted to use earbuds, Air Pods, or headphones without the explicit permission of a supervising staff member. Listening devices may not be connected to a personal device and may only be used in conjunction with a school-issued device. Smartwatches may be worn, but they must only be used as a timepiece unless there is an emergency.

Students who bring personal electronic devices to school do so at their own risk. ***The school will not be responsible for any loss or damage if a personal electronic device is lost or stolen.***

## **Consequences for Violating Electronic Device Policy**

**1<sup>st</sup> Offense:** Warning

**2<sup>nd</sup> Offense:** The device is confiscated, and the student will pick the device up in a secure designated area.

**3<sup>rd</sup> Offense:** The device will be confiscated, and the parent/guardian will be contacted. The student is to pick up the device at the end of the day from the secure designated area.

**4<sup>th</sup> Offense:** The device is confiscated, and a parent/guardian must pick up the device.

Continued offenses may result in a meeting with a site administrator, and more restrictive electronic device regulations may be implemented.

[EdCode 48901.5](#)

[EdCode 48901.7](#)

[AR 6116](#)

[BP 5131](#)

**Recording on Campus**

Students and families come to school expecting to be safe, to have fun, and to focus on their learning. To maintain a feeling of safety at Los Coches Creek Middle School we do not condone students filming/recording while on campus without explicit permission from a LCC staff member. Students found to be filming/recording without explicit permission from an LCC staff member may be subject to disciplinary action.

**Chromebook Policies and Expectations**

Students must:

- Bring their chromebook charged every day.
- Take care of their chromebook and return it in good condition.
- Use only authorized apps or extensions.
- Report inappropriate content or behavior immediately.
- Use Google classroom as directed by teachers
- No games, social media, or shopping
- Follow all rules outlined in the Cajon Valley Union School District Technology Use Agreement.

*Students and Families are responsible for any damages to chromebooks and lost or stolen devices. We highly recommend that insurance is purchased to cover damages to Chromebooks. The cost of insurance is \$20 for the school year. Payments must be made via the Parent Portal or in cash at the front office.*

Estimated Repair Costs: costs may vary depending on the nature of the damage			
Replacement Charger	\$30	Chromebook	Approximately \$300

**Internet Safety & Technology Use**

At our school, students have access to district devices. It is expected that all students will use the technology for learning. **If a student uses a district issued device inappropriately, disciplinary action may result.**

# **Academics**

## **Homework**

Homework is an integral part of a child's learning experience. It promotes retention of information and teaches responsibility and independence. Students should expect to spend an average of 60-120 minutes per week per subject on homework (AR 6154)

## **Progress Reports and Report Cards**

Parents and students may monitor academic progress via the Parent and Student Portals. We do not mail home paper copies of progress reports and report cards. Digital progress reports and report cards are available every six weeks.

Each parent has an account on the parent portal that can be accessed at: <https://parentportal.cajonvalley.net/>. If you need more information regarding your child's progress, please contact your child's teacher. If you need a copy of your login information, please contact the front desk.

## **Academic Honesty Policy**

Los Cocheros Creek agrees that the ***academically honest student DOES ...***

- his/her own work
- acknowledge help from parents, older students and friends
- acknowledge the source of direct quotations
- acknowledge information taken from books, the Internet, and any other digital/analog resource.
- acknowledge reference materials in a bibliography
- understands what constitutes cheating and abides by all rules
- notify school staff if another student is attempting to cheat
- follow all exam rules

Los Cocheros Creek agrees that the ***academically honest student DOES NOT:***

- use notes during a test unless allowed by a teacher
- copy from another student during a test
- copy from the homework of another student
- hand in work as his/her own that has been copied
- do homework for another student
- give another student his/her own work to copy
- text/email to send or receive answers for any work
- use any work that is not completed by me
- copy material from a book or website to use in any assignment without using quotations or citing my source (Plagiarism)

**Furthermore, the staff agrees to:**

- work with students to develop a shared understanding about cheating, plagiarism, and other instances of academic dishonesty
- assist students in the proper use of the library and the Internet
- award "zero" or "no credit" for an assignment attempted or completed through cheating

## **Academic Awards and Criteria**

- Honor Roll for Academics
  - Awarded to student with a 3.5 or higher in academics and no Ds or Fs in Citizenship
- Honor Roll for academic and citizenship
  - Awarded to students with a 3.5 or higher in both academics AND citizenship.
- Principal's Honor Roll
  - Awarded to students with a 4.0 or higher in academics and a 4.0 in citizenship for perfect scores in both categories.

## **Counseling Office**

### **Meet your Counselors**

The goal of the Los Coches Creek counseling team is to make all students and families feel safe and welcome.

Our counselors work to assist students with both personal, social, and academic concerns that they may have. Our counseling team collaborates with teachers, administrators, and other staff members to create an encouraging environment where all students are supported so they can reach their full potential.

Middle school students can face academic, social, and personal challenges. The role of the school counselor is to help students navigate this process successfully. Students are met individually and in small student support groups. When necessary, referrals will be made to outside community resources.

### **Schedule Changes**

Schedule changes are not made within the first two weeks of the school year and are discouraged. If a student desires a schedule change, a conference must be held with the student, parent, teacher of the class the student wants to drop, counselor, and administrator.

### **Library**

The library at Los Coches Creek contains many great resources for children to use. Students may check out 2 books at a time. Students are responsible for their books and charges for damaged books or materials must be paid to the library.

**Students need to have a pass to enter the library before or after school and during lunch.**

## The Wildcat Way

We've provided some examples below of what this looks like at LCC but it's a vibe, a feeling, a sense of togetherness and care that functions through the actions we take and support we provide that makes... **LCC the Place to be!**

<b>Be Respectful</b>	At LCC, RESPECTFUL students make learning and teaching possible for all students and staff. They are RESPECTFUL of all people, instructional materials and the learning environment that we all share.
	RESPECT everyone's right to learn, both in class and outside of class. You demonstrate this by: 1. Being engaged in your learning 2. Adding value to discussions not distractions 3. Supporting your classmates in their learning so that they are willing to support you 4. Being thoughtful of your volume and actions while on breaks.
	RESPECT others even if you have a different opinion than they do. We do not always need to agree, but we do need to respect others and co-exist on campus.
	We demonstrate RESPECT by listening to and hearing other's perspectives before we speak. 1. Listen to the other person's information rather than just hearing them talk 2. Be kind with your words even if you disagree with a statement 3. Support your classmates in their learning so that they are willing to support you
	We RESPECT school equipment and property. This includes our beautiful plants and trees, and community spaces (restrooms, lunch area and locker rooms) . RESPECT yourself and show it in your choices and actions.
<b>Be Safe</b>	At LCC, we work together to create a SAFE learning environment. We work to ensure that all students and staff on campus are SAFE. We acknowledge that students learn more when we feel SAFE physically and psychologically. Students take more positive risks and try new things when they feel SAFE. Do your part to make sure that you and those around you ALWAYS feel SAFE.
	This is our school. If you want LCC to be a SAFE place to learn, then you need to help keep it SAFE. If you see something, say something.  <b><u>Weapons</u></b> (firearms, knives or explosives), <b><u>dangerous objects</u></b> (including, but not limited to: glass containers, aerosol canisters, permanent markers, airsoft pellets, paintballs, laser pointers), and <b><u>controlled substances</u></b> (drugs or alcohol) are NOT allowed on our campus.
	Students must always remain on school campus during school hours unless given permission by a staff member. Students MUST NOT open gates, doors or entrance points for others off campus.
	The students at LCC will not tolerate hate speech or negative interactions between students. All students must ensure that their peers are safe and feel SAFE on our campus. If you see something, say something. If a negative behavior is happening or going to happen to a classmate, report it to your counselor or site administrator. You would want someone to support you if you needed it, so do the same for someone else. This is our school. If you want LCC to be a safe place to learn, then you need to help keep it safe.
	Follow all emergency procedures.

<b>Be Responsible</b>	At LCC, students learn more, receive positive recognition and are prepared to take on the challenges around them when they are RESPONSIBLE. Students that are RESPONSIBLE and live with integrity (doing the right thing even when no one is watching) allow LCC's student leadership and staff to consider additional privileges and plan fun opportunities.
	If you would not behave a certain way in front of a school official or your parents, then don't behave that way at school.  Prior to entering the school put headphones, airpods, cell phone and bluetooth devices away in backpacks.
	Follow the school dress code and cell phone policy: Clothing may not display, weapons, drugs, alcohol or vulgar images/slogans
	Practice academic integrity; never cheat, copy or submit work that is not yours.
	Complete your assignments. Check your grades. Self-advocate and ask for help if you are struggling in your classes or with learning a concept.
	Help your friends. Be brave enough to encourage your friends to come see an adult if there are concerns. A conversation with an adult will often solve a problem for the long term. We are here to help!
<b>Be Kind</b>	Be KIND whenever possible, knowing that it is always possible. Kindness costs nothing, but means everything, especially to the person that needs it at that moment.
	Express kindness through your actions. You demonstrate this by: 1. Smiling and greeting each other 2. Complimenting others based on their actions, behaviors or who they are as a person 3. Express joy, gratitude and positively celebrate those that exhibit RESPONSIBILITY, RESPECT, SAFE behaviors and KINDNESS
	Know that our whole staff has your best interests at heart. If you disagree with something, express this with kindness.
	When a staff member is speaking to you, providing instruction, or giving directions, always make eye contact, be attentive and actively engage in the interaction. This is important during all 1-on-1, small group and whole group lessons or conversations.
	LCC students wait patiently for an interaction to finish before interrupting another conversation. You can ask, "Do you have a moment?" before starting your conversation.

# Physical Education

## Uniform Policy

- All students are encouraged to wear the Los Coches Creek P.E. uniform for class every day. Uniforms will be sold in P.E. classes throughout the year.
  - Students may wear plain red shorts with no pockets or logos and plain gray shirts to class.
  - Uniform Prices – **CASH ONLY**
    - Shirt - \$10.00
    - Shorts - \$10.00
    - P.E. Sweatshirts - \$15.00
    - Replacement Locks - \$ 5.00
- Staff members will mark new uniforms, or the plain items listed above with your student's name to support days where a substitute teacher is covering the class. Students are not allowed to mark their uniforms in any manner.
- For hygiene purposes, students are only allowed to wear their own assigned P.E. clothes for class. They may not borrow clothes from another student.
- **To avoid damage and maintain healthy hygiene habits, students may not wear their school clothing over or under their P.E. clothes or as their uniform. Cotton sweatpants and sweatshirts that are reserved for use in PE only, may be worn during inclement weather. Sweatshirts and sweatpants must be plain in color without lettering or logos of any kind (P.E. sweats and P.T.A. sweats are allowed and may be purchased from the Physical Education Department).**
- For safety reasons, rubber-soled athletic shoes, with laces tied securely, must always be worn in class.
- If students forget their P.E. uniform, limited supplies of "loaner" uniforms are available for use in emergencies. Uniforms and sweats must be worn properly. No clothing may be worn inside out. Shorts must be worn at the hip level (no sagging or rolling the waist).

## Student Safety

Student safety is our number one concern. Facilities and equipment are maintained to ensure the safe participation of each student in all physical education activities. No food, glass (i.e., cologne/perfume bottles), or aerosol (i.e., deodorant/AXE Body spray) containers are permitted in the locker room. Students may bring water bottles to class filled with water only. Misuse of water bottles will result in this privilege being revoked.

## Locks / Lockers

All students will be assigned a combination school lock and locker. If the student loses their assigned school lock, they must purchase a new combination school lock from the Physical Education Department via a \$5.00 replacement fee. Under no circumstances are students to share lockers or locker combinations with other students. All belongings must be locked in a locker at all times. Los Coches Creek and the P.E. department are not responsible for lost or stolen items. Do not bring valuables to school. Community lockers are available for use during your P.E. period only, and must be emptied prior to the next class period. Small lockers are assigned for students to store P.E. items through the school year.

### **Parent Notes / Doctor's Notes**

Any medical concern that lasts more than two days must be accompanied by a doctor's explanation and date the student may return to normal activity. **Please have students bring a current doctor's note directly to their Physical Education teacher.** Please ensure that the doctor's note explains clearly what the student can and cannot do in their Physical Education class. Excuse notes from Parents are no excuse to miss Physical Education class. Students who are excused through a doctor's note are required to dress for class and participate in physician approved activities. Students may be given alternate assignments to supplement restricted activity.

### **Behavior**

Inappropriate behavior in the locker room may have an affect on your P.E. grade. Students are expected to follow all school rules.

### **Water Bottles**

We encourage students to bring their own water bottles from home to school when possible to have during class. Please ensure their name is written legibly on their water bottle.

### **Personal Hygiene**

We encourage our students to take their P.E. clothes home to be laundered at least once a week. Deodorant must be clear and roll-on only. For safety reasons, no glass (i.e., cologne/perfume bottles), or aerosol (i.e., deodorant/AXE Body spray) containers will be permitted in the locker room.

### **Grading Policy**

Physical Education is an academic subject with content standards. Physical Education grades are based on participation in activities and discussions, attendance, being responsible/prepared for class, improvement on timed runs, and state fitness standards. All students are expected to be responsible (on time and prepared for class) and on their roll call numbers to start class each day. Sportsmanship and outstanding effort are recognized by higher grades, class and school recognition, and by invitation to reward events. Citizenship grades are based on each student's ability to follow the Wildcat Way of being **Responsible, Safe, Respectful and Kind**.



# **Parent Involvement**

## **Advisory Groups**

- ♦ Parent Teacher Organization (PTO)
- ♦ School Site Council (SSC)
- ♦ English Language Advisory Committee (ELAC)

## **Parent Communication**

At Los Coches Creek we believe communication is the key to student success. There are many ways parents can communicate with teachers and staff.

- ♦ School-Home Communication Platform - [ParentSquare](#)
- ♦ [Parent Portal](#)- Access students' grades, attendance, and test scores. Contact the counseling office for information to login.
- ♦ Check your student's Google Classroom
- ♦ Email
- ♦ Back to School Night
- ♦ PTA meetings
- ♦ ELAC meetings
- ♦ SSC meetings

## **Student ZANGLE/Q**

### **ZANGLE/Q Pins and Passwords (Parent Portal)**

A [Q/ZANGLE](#) Pin and Password allows parents to access their student's grades, attendance, individual teacher emails and class news. To obtain your Pin and Password each parent/guardian must bring ID into the Los Coches Creek counseling office and sign for the paperwork.

### **How To Access Student Information**

1. Access our Los Coches Creek website at: <http://www.cajonvalley.net/loscochescreek>
2. Go to Site Shortcuts at the bottom left of the screen
3. Click on "Zangle Parent Connect". This will take you to the Parent Portal Login
4. Enter assigned PIN and PASSWORD.

### **How To Access A Teacher's Website**

1. Access our Los Coches Creek website at: <http://www.cajonvalley.net/loscochescreek>
2. Go to the "teachers" tab at the top bar.
3. Locate the staff member link and click to see their website.

# **Events and Activities**

## **Activities**

We have activities throughout the year to promote a positive environment where students feel a sense of belonging and pride in our school community. The activities are for Los Coches Creek students only. All school rules and dress code apply.

### **Examples of activities include**

- ♦ Dances
- ♦ After school sports
- ♦ Clubs
- ♦ Reward parties/Assemblies
- ♦ Field Trips

## **Behavior Expectations**

Student safety is our number one priority. Sometimes, students will need to meet certain behavior requirements in order to participate in these activities. The following are examples of behavior which might prevent a student from participating in any or all activities without an additional behavior support plan::

- ♦ Suspension
- ♦ 2 or more referrals
- ♦ GPA lower than 1.5
- ♦ Citizenship below 2.0
- ♦ More than 25 absences in the school year

\* For *8th grade promotion ceremony* in particular, students MUST have 1.5 GPA or higher AND no more than 25 absences during the school year. (*Board Policy 5123 and Administrative Regulation 5123.1a*)

# **Food and Drink**

## **Lunchtime Behavior**

Los Coches Creek Middle School 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 restroom, or go to the field after being released by a staff member. Failure to follow lunchtime rules may result in disciplinary consequences.

## **Lunch Area Expectations**

During lunch, students are expected to:

- ♦ Have no more than 8 students at a table
- ♦ Clean up after themselves, making sure to put all waste in the appropriate garbage cans
- ♦ Remain seated unless getting food, throwing away trash, using the restroom, or going to the field, court, or special activity
- ♦ Go to the field/courts/library only to participate in the activities in that location
- ♦ Remain in designated, grade level lunch areas

## **Lunch Procedures**

Students will be assigned to a specific lunch period. Los Coches Creek Middle School is a closed campus school and students are not allowed to leave campus unless they have checked out in the Attendance Office.

It is expected that students will keep their proper place in the food lines, observe good table manners, and clean up after themselves. All students at a table are expected to help with table clean-up. After eating, place all papers and scraps in containers. Students remain in the cafeteria for their entire lunch period unless other areas are designated.

## **Food/Drinks not Allowed per the Wellness Policy**

In an effort to keep the Los Coches Creek campus clean and beautiful, **gum is never allowed at school!** Energy and highly caffeinated drinks, sodas, and heavily sugared drinks are highly discouraged.

# **Emergency Procedures**

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.

## **In Case of An Emergency**

### **What do students do during an emergency?**

Follow the directions of staff members, since they are trained to handle emergencies. If you are not in a classroom, find the nearest adult and follow their directions.

### **How will I be reunited with my parents?**

During an emergency situation, the school will establish a Family Reunion Area where parents can pick up their children. Only adults listed on the permanent record card may pick up a student. They must have identification.

### **What happens when a student needs their medication that 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.

### **What happens if my parents are unable to pick me up?**

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 San Diego Sheriff's Department. The Sheriff's Department would reunite children with their parents. In the case of a severe disaster/emergency, Los Coches Creek Middle School 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.

## **Emergency Drills**

**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 a single file line.
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 zero period teacher assembles.
6. Drills may be and have been unannounced to students and families in order for authorities to observe authentic reactions of students and staff during lockdowns and evacuations.
7. Treat every drill as the real thing.

**Initiating fire alarms without cause may result in disciplinary action, possibly involving law enforcement. Disruptive behavior during a drill may result in a referral, or other disciplinary action**

# **Los Coches Creek Parent/School Community Agreement**

Los Coches Creek Middle School believes in high standards for its students and staff. We believe that a commitment by everyone involved will ensure the best possible climate for a high quality education for our children. *This agreement is a promise that students, school staff, and parents work together toward student success.*

## **As a STUDENT I will be responsible for:**

- Showing courtesy and respect to others.
- Showing responsible behavior by following school rules, including the Technology Use Agreement.
- Attending school regularly and on time.
- Coming to school with all necessary materials (for example: chromebook, papers, notebook, homework)
- Completing all class and homework assignments to the best of my ability.
- Sharing my classroom work with my parents.
- Reading daily at home.
- Asking my teacher and parents for help, when needed.

## **As a TEACHER I will be responsible for:**

- Teaching grade level standards and concepts using effective teaching strategies.
- Addressing the individual needs of all students in my class and providing extra assistance.
- Communicating frequently with parents regarding student progress.
- Providing a safe, positive, and healthy learning environment for the students.
- Correcting and returning student work in a timely manner.
- Communicating to students and parents expectations for homework, class work, and behavior.
- Encouraging students to do their best and ask for help when needed.

## **As a PARENT/GUARDIAN I will be responsible for:**

- Sending my child to school regularly and on time.
- Reading or listening to my child read daily.
- Providing necessary materials to support my child's learning.
- Providing a time and place for quiet study and encouraging good study habits.
- Monitoring homework.
- Monitoring my child's use of the internet and social media
- Attending conferences, parent events and workshops.
- Reinforcing school and classroom rules, including the Technology Use Agreement.
- Making education important in my home.

## **As a PRINCIPAL I will be responsible for:**

- Creating a welcoming environment for students and parents.
- Communicating to students and parents the school's mission and goals.
- Ensuring a safe and orderly learning environment.
- Reinforcing the partnership between parent, student, and staff.
- Acting as the instructional leader by supporting teachers in their classrooms.
- Providing appropriate professional growth opportunities for teachers.
- Encouraging parent involvement and education.
- Providing translations if needed

# Los Coches Creek Middle School School Handbook

My child and I have read through the Los Coches Creek Middle School Handbook and agree to abide by and support all school policies.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Please complete the information and signatures above. Students are required to return this completed page to their Advisory teacher.