

# 2009 – 2010 BINDER REMINDER

## LOS CERROS MIDDLE SCHOOL

### LCMS Important Phone Numbers

968 Blemer Road, Danville CA 94526

School Office: (925) 552-5620  
Website: <http://www.lcms.srvusd.k12.ca.us>  
Office Fax: (925) 837-3512  
Attendance: (925) 552-5626 (24-hour absence line)

Remember:

- \*Only an adult voice will be accepted
- \*Mention and spell student's name, date, and reason for absence
- \*Homework requests (see attendance page)

### SRVUSD Important Phone Numbers

San Ramon Valley Unified School District Education Center  
699 Old Orchard Drive, Danville, CA 94526

District Office: (925) 552-5500  
Website: <http://www.srvusd.net>  
District Hotline: (925) 820-5632

We encourage the use of our district tip line to anonymously report rumors, potentially dangerous situations or vandalism that may impact our schools.

**This binder reminder belongs to:**

STUDENT NAME:

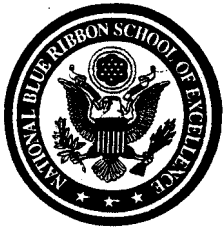
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PHONE:

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ADDRESS:

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**Phyllis Roach  
Principal**

**Los Cerros Middle School  
2000 National Blue Ribbon  
2009 California Distinguished School  
968 Blemer Road, Danville CA 94526  
Phone: (925) 552-5620  
Fax: (925) 837-3512**



**Mike Cannon  
Assistant Principal**

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August 2009

To the Los Cerros Middle School community:

Welcome to a new school year. We look forward to another year together of learning, growth, and success. The challenges presented by middle school are supported through our professional dynamic staff, through the support of our parent organizations, and through all of the members of our extended school community.

This handbook is a guide to help your student thrive at Los Cerros and contains the information needed to do so. Inside you'll find a thorough explanation of district and school policies, guidelines for academic success, and a calendar to track school events, homework, and tests. Please take the time to review it carefully and learn everything you can about your school. With this knowledge you will easily become more involved in your learning and in the extracurricular activities offered at Los Cerros.

We look forward to an exciting year together. Parents please know that we, as a staff, are here to support your student and will be happy to discuss any questions or concerns that may arise. Thank you for your ongoing commitment of our school.

Sincerely,  
Phyllis Roach  
Principal

# **LOS CERROS MIDDLE SCHOOL**

## **INFORMATION GUIDE**

<b>REGARDING</b>	<b>WHO/WHERE</b>
Absences	Kathy Finger, Attendance Office 552-5626 24-hour recorder for attendance messages
CJSF- California Jr. Scholastic Fed.	Margaret Batesole
Free/Reduced Lunch	Jodi McFarland, Office Manager
Independent Study P.E.	Kathy Finger, Attendance Office
Leaving School During Day/ Reporting Absences, Home Teaching	Kathy Finger, Attendance Office
Lost and Found	Multipurpose Room/Gym
Panther Press	Jodi McFarland, Office Manager
Panther Pride	Michelle Ross
Parking Permits	Kathy Finger, Attendance Office
Special Education, Resource	Sue Anderson
Special Education, Day Class	Jack Hacking
STAR Testing	Mike Cannon, Assistant Principal
Student Activities- dances, magazine sales	Darren Briemle, Leadership
Student Body ID Cards	Robin Bovberg, Yearbook Teacher
Talent Show	Nancy Kaplan
Tutoring Information	Nancy Schubb, Counselor
Use of School Facilities	Jodi McFarland, Office Manager
Yearbook/Publications	Robin Bovberg

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# I. GOALS

**Mission Statement:** In seeking to meet the diverse needs of students in transition, Los Cerros Middle School will:

- support and assist each student in their intellectual development
- promote and expect respect for all
- encourage responsibility, acceptance, cooperation, honesty, and school pride
- advocate for effective and positive communication within the total school community
- provide a positive, safe and friendly environment for students and staff

# II. ACADEMICS

## A. Promotion Policy

In order to be promoted to high school and/or participate in the customary promotional activities (such as the promotion ceremony, party, and the class trip) the following San Ramon Valley Unified School District Promotion Requirements must be met:

Pass these course requirements in 7th and 8th grades: four (4) semesters each of English, Social Studies, Physical Education, Science, and Math.

Pass the equivalent of 24 semester classes while enrolled in the intermediate grades. (A passing grade is defined as completing a semester course and receiving a grade of A, B, C, D, or Pass.)

## B. Homework

In keeping with district policy (BP6154), Los Cerros believes that homework is an integral part of the school's curriculum. It is a school-initiated learning experience, which is extended into our home and community for the purpose of:

- 1) establishing desirable study habits,
- 2) allowing for additional study so that students may achieve the academic standards expected by the school and district, and
- 3) providing unique curriculum-related learning experiences which can best be completed at home.

In many classrooms at Los Cerros, homework will be assigned as part of the instructional program. As a guideline, homework should be assigned during the school week on a regular basis. Total homework assignments should have an estimated completion time of 1 hour and 45 minutes per night, including reading. Advanced Math and electives may require additional time.

### **The Students are responsible for:**

- Recording homework assignments clearly and accurately;
- Asking for clarification of assignments when they are not understood;
- Asking for help from teacher when necessary;
- Managing time by staying focused, on task, and planning effectively for long term projects and turns it in on the due date; and
- Obtaining homework when absent.

### **The Parents/Guardians are responsible for:**

- Providing an appropriate environment and adequate time for homework to be done;
- Supporting the development of the student's skills related to planning and time use around the issue of homework;
- Monitoring homework, reinforce academic skills and concepts, and provide additional support when needed, i.e., test preparation, proofreading, etc.; and
- Contacting the teacher to discuss concerns about homework.

### **The Teachers are responsible for:**

- Providing a clear explanation of the assignment which includes time expectation(s), purpose, and objectives;
- Designing homework assignments that clearly articulate their purpose and expected outcome;
- Teaching the student skills necessary for the students to complete the homework and become successful independent learners;
- Giving students timely feedback concerning completed homework; and
- Using any of the following methods plus additional methods to communicate homework assignments shown at school:

Whiteboard posting	Bulletin board posting
Weekly assignment sheet	Classroom window posting
Email or Voice mail	Teacher's phone number
"Study Buddies"	On-line School Loops

## **C. Grade Reports**

- 1) **School Loop:** School Loop is a website designed to help students and parents keep track of classes and assignments, communicate with teachers, and participate in the school community. When registered you can access the student's class schedule and receive a daily email with information about assignments and news for the day. The Los Cerros School Loop web site address is: [lcms.schoolloop.com](http://lcms.schoolloop.com). To register you need your student ID number. Parents receive information to sign up at registration in August.
- 2) **Progress Reports:** Teachers will notify student and parent(s) with a progress report at mid-quarter if the student is receiving or in danger of receiving a failing grade. If a student slips into this category after the progress reports have been sent, the student and parent(s) will be notified of the situation.
- 3) **Report Cards:** Report cards are issued to students every quarter. Report cards are MAILED approximately 5 to 7 days after the end of each quarter. A student is allowed to complete work necessary to change an "Incomplete" or the grade will become an "F."
- 4) **General Assessment Tools:**
  - 6 - 8 - STAR Testing
  - Grade 6 - Gates-Mac Ginitie Test
  - Grade 7 - STAR Write
  - Grades 6 - 8 - Fall and Spring Writes

## **D. Academic Interventions**

Los Cerros recognizes that all students learn at a different pace and we strive to ensure that every student is successful. To that end, students will have several options should they require additional assistance. Please check the Panther Press for updates on days and times.

- One-on-one Academic Counseling: Please contact the counselor for more information.
- Peer Tutoring: 7<sup>th</sup> and 8<sup>th</sup> grade students will be available once a week in the library from 2:30 – 3:30pm *by prior arrangement* with the counselor. Tutors and tutees will be required to make a commitment for a semester.
- Before and after school math help
- After school homework support
- Language study sessions
- Tutor list: Should parents choose to pursue outside tutoring for their student, there is a binder located in the counseling office listing local tutors as well as Monte Vista students. Los Cerros does not promote or recommend specific tutors.

Additional study halls, study skills, organization and/or test taking skills' sessions may be offered throughout the year and will be based on funding, staffing and student need. Please watch the Panther Press for updates.

## **E. Academic Challenges:**

Los Cerros students have annual opportunities for academic challenges at the school and district level.

- Spelling Bee
- Speech Contest
- Geography Bee

## **III. STUDENT RECOGNITION**

### **A. Student of the Month**

The goal of this program is to recognize outstanding students. Each month a teacher will be able to select two students to be honored based on an assigned character trait. The selected students' names will be announced and their pictures taken for the Student of the Month Bulletin Board in the library hall showcase.

### **B. Honor Roll**

Students receiving outstanding grades are put on the honor roll. A student must receive at least four grades to be eligible and earn a 3.50 grade point average. Promoting eighth graders who have received straight A's in 7th and 8th grades are given a certificate for President's Award for Academic Excellence at the promotion ceremony.

### **C. Janis Cristofani Award**

The Janis Cristofani Award is given at promotion to the most outstanding 8<sup>th</sup> grade students. The students considered for this award must demonstrate involvement in school activities, leadership and achievement. A student/teacher committee determines recipients.

### **D. Aloha Award**

The Caralee Marquardt Aloha Award is given at Awards Night to an 8<sup>th</sup> grade student who displays the “spirit of Aloha”. They have good character, are kind and compassionate people, and have a genuine concern for others. Eighth Grade teachers determine the recipient.

### **E. Achievement Award**

At Awards Night, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students may be awarded "Outstanding Academic Achievement" or "Spirit of Learning" recognition. Teachers may select up to four of their students to be the recipient(s) of these awards. These students are chosen for their cooperation, initiative, attitude and progress.

### **F. Awards Night**

Our spring Awards Night is an invitation-only event when we recognize other outstanding 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students for their achievements during the year. In addition to the awards listed above, several other categories are included in the ceremony. Information will be available each spring regarding what awards are being recognized.

## **IV. CODE OF CONDUCT**

### **A. Student Behavior**

Los Cerros is a safe campus. Your help is needed to keep it that way. Students are expected to:

- Be responsible for his/her own actions.
- Behave with courtesy and respect towards others.
- Do any assigned work neatly, legibly, properly, and turn it in on time.
- Wear appropriate clothing.
- Take proper care of facilities, including restrooms; pay attention to cleanliness and safe, healthy behavior.

### **UNACCEPTABLE BEHAVIORS**

- Harassing verbally or physically
- Threatening students or school personnel
- Vandalizing
- Forging signatures
- Cheating
- Spitting, water playing, rock throwing
- Using inappropriate language

- Gambling
- Dressing inappropriately
- Selling of ANY unauthorized item (ex. No selling of candy to students)
- Riding of bikes, skateboards, razors, rollerblades or go-peds on campus
- Loitering in the bike rack area
- Using cell phones, radios, i-pods, CD players, gameboys, cameras, or other electronic devices during school hours (this includes not bringing laser pens to school)
- **Chewing gum on campus at any time. Spitting or placing gum on school property will result in a cleaning detention**
- Using public displays of “over-affection” (beyond hand holding)
- Placing hands or feet on other students for any reason
- Distribution of flyers, invitations, food or beverages without written permission of the administration

## **B. Board Policy 5131 Conduct**

A safe and positive learning environment is essential for the optimum development of each student and for quality education. Schools are expected to provide an orderly, caring, and nondiscriminatory environment in which all students feel comfortable and take pride in their school and in their personal achievements. To achieve this goal, staff is expected to teach students the meaning of equality, human dignity, and mutual respect, and to employ learning strategies that foster positive interactions among students from diverse backgrounds. School personnel must prevent and protect against behavior which threatens the safety of individuals or property, or which disrupts learning. School and district personnel shall model positive behavior and attitudes that are respectful of all individuals.

## **C. Definition of Bullying**

Bullying can be pushing, shoving, hitting and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying.

## **D. Definition of Cyber Bullying**

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly demean or harass either a person or persons through the medium of electronic text, photos or videos. Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student’s right to be safe and secure. Cyber Bullying and Harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging to the individual’s property; or disrupting the orderly operation of the school, will not be tolerated. Online activities and technologies include social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams.

## **E. Student Dress and Appearance**

Students and parents need to be aware of the importance of appropriate dress and its effect upon the learning environment. Appearance and dress must be within the limits of safety, cleanliness, and appropriateness for school and shall not interfere with any aspect of the total school program. A student whose dress/attire is not appropriate for school will be asked to change their clothes. This will be done by either calling home to get a change of clothing or by using the students' PE clothing. Repeated violation of dress code will result in a parent, student, and administrator meeting. Further violations may lead to suspension. The following dress and grooming requirements are to be followed:

1. The law requires that appropriate and safe footwear be worn at all times.
2. Students may wear "sun- protective" head covering during outdoor lunch and physical education activities, before school, and after school. Sun-protective head covering must have a brim or bill that provides protection from the sun. Sun-protective means you cannot wear the head coving backwards or to the side. Under no circumstances may hats be worn indoors.
3. Clothes shall be sufficient to conceal undergarments at all times. Tank tops may be worn without an over or undershirt, but they must have straps that are at least **two inch** wide. Neither midriff nor undergarments may be exposed.
4. Flannel pajamas or any other pajamas may not be worn to school.
- 5. Shorts or skirts must have an out seam that measures at least 11 inches minimally.**
6. Baggy pants must be "cinched" up with a belt so that underwear cannot be seen.
7. Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic or religious prejudice, gang identity, or the use of drugs or alcohol.
8. No pocket or wallet chains are to be worn at school.
9. No bandanas are to be worn at school.
10. Students improperly dressed will be asked to change into their P.E. outfit or will need to call home for a change of clothing. The student will be excluded from classes and school activities until the matter is corrected.

## **F. Harassment**

In accordance with Assembly Bill 537, the "Dignity for all Students Act" and Board policies regarding grounds for suspensions (5144.1), the Los Cerros staff believes that every student has the right to be free from harassment from adults and/or from other students. Harassment generally refers to acts of or the perception of physical, verbal, visual, or psychological harassment, which is pervasive and creates an intimidating, hostile, or offensive learning atmosphere. Possible consequences may include parent or student conference, issuance of harassment notice, detention,

or suspension depending on the gravity and/or frequency of the behavior. (See the following for the district sexual harassment policy and a copy of our school harassment notice.)

## **SEXUAL HARASSMENT**

It is the policy of the Governing Board of the San Ramon Valley Unified School District to provide an educational and work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or communications constituting sexual harassment, as defined by Education Code 212.5 and otherwise prohibited by state and federal statutes. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions (Education Code 212.5):

- a. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- b. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- d. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

**Verbal or written conduct:** making derogatory comments, including epithets, slurs, jokes, etc.; sexual propositions or flirtations, graphic commentary about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations; spreading sexual rumors.

**Visual conduct:** leering; making sexual gestures; displaying sexually suggestive objects, pictures, books, magazines, etc.

**Physical conduct:** inappropriate touching or impeding one's movement.

Every student, employee or applicant has the right to be free from harassment from adults and/or from students in the work or educational setting. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

A copy of this policy on sexual harassment shall be 1) displayed in a prominent location at school sites and work sites, 2) provided as part of the orientation for new students at the beginning of each term as applicable, 3) provided for employees annually at the beginning of the school year and for each new employee, and 4) included in publications that set forth the comprehensive rules, procedures and standards of conduct of the school or district. In-service regarding this policy and administrative procedure will be provided to all staff periodically as appropriate and annual review will be encouraged as part of student and staff orientation activities.

### **Complaint Procedure:**

#### **Step I - Informal Resolution**

It is desirable that problems and complaints of alleged sexual harassment be resolved promptly and equitably. If possible, such problems and complaints should be resolved in an informal manner. Students and employees are encouraged, but not required, to inform the offender directly that his/her conduct is unwelcome or offensive and must stop.

**Step II: Verbal or Written Complaint:**

Students should follow complaint procedures designated in Administrative Regulation 5145.7, *Sexual Harassment*:

**Students:** A student should initiate a complaint to a teacher or administrator verbally or in written form. The complaint should include information regarding the name(s) of the person(s) who engaged in offensive conduct, the description of the offensive conduct (i.e. when and where the conduct occurred, the number of times it occurred, any informal attempts at resolution), and the names of any witnesses. Administrative Regulation 5145.7 may be obtained from the school principal or the Superintendent.

**Employees or applicants** for employment who feel that they have been sexually harassed should contact their supervisor, principal, other district administrator or the Superintendent in order to obtain procedures for reporting a complaint. Complaints of sexual harassment against a district employee may be filed in accordance with AR 1312, Complaints Against School Personnel. Complaints alleging that a specific action, procedure or practice sexually discriminates, can be filed in accordance with AR 4031, Complaints Concerning Discrimination in Employment.

Any supervisor who receives a sexual harassment complaint shall notify the Superintendent or designee, who shall ensure uniform application of this policy and that the complaint is appropriately investigated.

**Board Policy adopted: September 22, 1998**  
**San Ramon Valley Unified School District**

**San Ramon Valley Unified School District Notice of Compliance with Federal regulations**  
**NON-DISCRIMINATION UNIFORM COMPLAINT PROCEDURES**

The District follows uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, vocational education, child nutrition programs and special education programs. The District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, sexual orientation, race, ancestry, color, disability or any other unlawful consideration. The District promotes programs which ensure that discriminatory practices are eliminated in all District activities. The Governing board recognizes that the District has primary responsibility for insuring that it complies with state and federal laws and regulation governing educational programs.

No later than six months from the date of the alleged discrimination, the District investigates and seeks to resolve complaint at the local level. If the complaints cannot be resolved at the school level, the following compliance offers and the Title IX Coordinator has been designated to receive and investigate complaints to ensure District compliance with law:

Roberta Silverstein, Assistant Superintendent  
San Ramon Valley Unified School District  
699 Old Orchard Drive  
Danville, CA 94526  
Ph: (925) 552-2293 Fax: (925) 820-8106

The District prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in the complaint, the reporting of instances of discrimination, or for participation in the complaint procedures. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the fact. Within sixty (60) days from receipt of a complaint, the District will complete a mediation/investigation and prepare a written decision. A complainant may appeal a District decision to the State Superintendent of Public Instruction within fifteen (15) days of receiving the District decision. The District Uniform Complaint Procedure is governed by Board Policy and Administrative Regulation 1312.3. A copy of this policy and regulations may be obtained from the school principal or the above named compliance officer. Nothing in District procedures precludes a complainant

from pursuant available civil law remedies, such as mediation centers, public/private interest groups and/or attorneys, etc. For discrimination complainants, however, a complainant must wait until sixty (60) days from the filing of an appeal with the California Department of Education before pursuing civil law remedies.

## **G. Cheating**

Cheating in any form will not be tolerated. The first incident of classroom cheating will be handled by the individual teacher's policy and result minimally in a zero on the work and a parent phone call. If a student cheats more than once or facilitates cheating by others they will be subject to disciplinary actions by the administration.

Cheating includes, but is not limited, to the following:

- Plagiarism - copying from another source (print or electronic);
- Copying another student's work or **allowing** others to copy;
- Obtaining information in any manner not directed by the teacher during a testing situation;
- Representing another's work as your own; and
- Using a cell phone during testing periods.
- **Use of any cell phone with texting or picture taking capabilities during a test will result in an automatic zero.**

## **H. Possession of Cellular Phones and other electronic devices (i.e. i-pod) at school**

*Parents please do not ask your student to leave their phone on during the school day for any reason. The main school phone, 552-5620 may be used to deliver messages to students. There is a dedicated phone in the main office for student use. Your support on this issue is crucial.*

Possession of cellular phones, i-pods or other electronic devices by a student at school is a privilege, which may be forfeited by any student who fails to abide by the pertinent district or school rules that pertain to the possession/use of such devices. Cellular phones, i-pods or other electronic devices are to be in the OFF (not silent or vibrate) mode from the first bell to the ending bell of the day. They are not to be ***used, heard or visible anywhere on campus between 8:00am-2:30pm, or at school activities as defined by the school.*** The district/school shall not be responsible for the loss of or damage to a cellular phone, IPOD or other electronic device brought onto campus. If students do not comply with school and district guidelines, the device will be confiscated. Violations may result in further disciplinary consequences such as lunch duties, detentions, etc.

- **First violation** results in confiscation and student pick up of device and lunch duty.
- **Second violation** results in confiscation and student pick up of device and multiple lunch duties.
- **Third violation** results in confiscation and parent pick up and multiple lunch duties and/or detention.

## **I. Bike Rules**

There will be no riding of bikes, skateboards, razors, rollerblades or go-peds on campus.

- To avoid head injuries, **always wear helmets**. (Remember, it is the law for minors).
- Use bike lanes marked at the edges of roadways.
- Always ride bikes in same direction that traffic flows.
- Walk your bike across streets at crosswalk only.
- Walk your bike across driveways.
- Bikes are to be locked and kept in the bike storage area. No loitering.
- Bikes may never be ridden on campus. The campus includes courtyards, parking lots, driveways, fields, and blacktop areas.

**NOTE:** The bike locker area is off limits during school hours except for the time needed by a student to leave or retrieve a bike.

**PROVISIONS ARE MADE TO SAFEGUARD BICYCLES, BUT THE SCHOOL ASSUMES NO LIABILITY FOR BICYCLE LOSS OR DAMAGE.**

## J. Lunch Room Behavior

- 1) No cutting in line. Only four people beyond the painted line on each side of the service area.
- 2) No handing money to students in front of lines to purchase for them.
- 3) No buying for friends.
- 4) Single lines on each side of the service area.
- 5) Make sure your eating area is clean before you leave the room.
- 6) Deposit all trash in appropriate recycling and garbage containers.
- 7) Follow the directions of cafeteria supervisors.
- 8) No food or drink (except bottled drinks with cap) outside of lunch room.
- 9) Leave by the East door.

## K. Pass Policy

A pass must be used at all times for any student out of class, and students are responsible for obtaining a pass when leaving during class time. No one is allowed into the main office without a pass.

**Infractions:** illegal pass, no pass, time violation, student in wrong area

**Possible consequences:**

- a) Returned to class for teacher to handle
- b) Discipline notice/detention
- c) Considered a cut (see cut policy below)

## L. Class and School Cuts

A cut is defined as five (5) minutes of more of unauthorized time out of class.

<b>Infraction</b>	<b>Consequences</b>
1 <sup>st</sup> offense (on campus) .....	Two Detentions
2 <sup>nd</sup> offense (on campus) .....	In School Suspension
Any off campus cut .....	Suspension

## M. Tardy Policy

Consequences for tardiness will be handled by individual teacher's policies and administrative intervention will occur when a student reaches **10 total tardies in one semester**. They will receive two after school detentions. When a student reaches **15 total tardies in one semester** they will have a student, parent and administrator conference.

## N. Birthday Celebrations

Birthdays are special occasions for students. However, **to minimize disruption to the educational process we ask that celebrations occur outside of the school day**. Please note the following guidelines:

- Balloons are for sale before school in the Leadership Classroom. **Limit is 15 balloons, all of which must be purchased at school.**
- Clothing, hair style and make-up are to be normal and appropriate.
- **After the 10-minute homeroom, student must be dressed appropriately for the school day.**

## V. SCHOOL DISCIPLINARY OPTIONS

### A. Disciplinary Philosophy and Procedures

At Los Cerros Middle School, we believe that students are here to learn and mature to the best of their ability. Therefore, students belong in class or other designated areas to perform tasks in a safe, orderly, and positive environment. Since it is the responsibility of the school to safeguard the health and safety of each student, policies must be established to ensure acceptable standards of behavior. It is our belief that these policies must stem from the people affected by them, (staff, parents, students) and that the disciplinary process necessary for carrying out the policies must be clearly understood and consistently enforced. Further, it is our intent to encourage student responsibility and to change any misbehavior at the lowest possible level, as soon as possible.

Therefore, the following disciplinary procedures will be followed at Los Cerros:

**Step 1** - Warning: reinforcement of school rules and regulation within the classroom. Possible consequences: discussion, name on board, seat change, lunch duty, or detention. If bullying is severe enough then a student may be offended for the first offense.

**Step 2** - Teacher contact - notification to parents by phone or discipline notice. Additional consequences: possible referral to administration who may assign after school or lunch detention.

**Step 3** - Administration contact/notification to parents. Consequences: additional detention, class suspension, conference with parents, school suspension or restricted student activities and possible involvement of law enforcement.

**Step 4** Conference with parents. Consequences: student placed on behavior contract, class dropped, suspension, or transfer to alternative program, school expulsion, and possible involvement of law enforcement.

- Generally speaking, when a student repeats a given misbehavior, the penalty increases. It should be noted that certain offenses or combination of offenses may lead to expulsion or transfer to an alternative program if other means of correction fail to bring about a change in behavior or if the student's presence on campus constitutes a danger to others. There are some offenses, which are so severe, however, that an immediate penalty is assigned, the student's past record notwithstanding. (This could include police contact.)
- These policies also apply to students' behaviors before and after school, which includes their conduct on the trails since many students are picked up in these areas.

### B. Lunch Duty

Lunch duty is given for minor violations of school rules such as running on campus, gum chewing, class behavior, littering, etc. It is given for a minimum of one day; students assigned to lunch duty help clean the cafeteria or school grounds. Teachers will notify student of their duty. Students are to report to lunch duty in the MPR at lunch. "No shows" to lunch duty will have at least one day added for each day missed.

## C. After or Before School Detention

Detention will be held on an as needed basis, before or after school or at lunch, and will vary in time depending on the circumstances. Detention will be held for students given disciplinary action for school infractions. Students must serve detention even if involved in after school sports or activities. Students are under strict supervision, are required to remain silent throughout the period, and may do no written or reading assignments. Parents are notified by a “Discipline Notice” at least 24 hours prior to the scheduled date of the student’s detention. Parents are responsible for student attendance. The following behaviors will result in a student being asked to leave detention:

- Tardiness
  - Talking or disruptive behavior
  - If a student is asked to leave, they will then be considered a “no show.”
- Consequences for “no-shows”
- Two (2) subsequent detentions will be assigned
  - Any two (2) misses within the same quarter will result in a Saturday School or suspension.

## D. Suspension/Expulsion Policies

The following document titled “Grounds for Suspension and Expulsion” outlines offenses that could lead to suspensions, expulsions, or police involvement and probable consequences for each offense.

### GROUND FORS SUSPENSION AND EXPULSION Ed Code 48900

OFFENSE	Minimum Penalty	Maximum Penalty
Caused, attempted to cause, or threatened to cause physical injury to another person.	1-5 day suspension	Expulsion
Willfully used force or violence upon the person of another, except in self- defense.		
Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.	3-5 day suspension/ expulsion	Expulsion
Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code, alcoholic beverage or intoxicant of any kind.	3-5 day suspension/ involuntary transfer	Expulsion
Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and presented same as a controlled substance, alcoholic beverage, or intoxicant.	3-5 day suspension	Expulsion
Committed or attempted to commit robbery or extortion.	3-5 day suspension	Expulsion
Caused or attempted to cause damage to school property or private property.	1 day suspension/ detention (restitution required)	5 day suspension (restitution required)
Stole or attempted to steal school property or private property.	2 day suspension (restitution required)	5 day suspension (restitution required)
Possessed or used tobacco, or any product containing tobacco or nicotine products (except in the very limited instance of nicotine as an ingredient of a prescribed drug that requires ingestion during school hours) incl , but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.	Detention/in-school suspension	5 day suspension
Committed an obscene act or engaged in habitual profanity or vulgarity.	In-school class suspension or detention	5 day suspension
Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.	3-5 day suspension/ involuntary transfer	Expulsion
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.	3-5 day suspension/i nvoluntary transfer	5 day suspension
Knowingly received stolen school property or private property.	2 day suspension (restitution required)	5 day suspension (restitution required)
Possessed an imitation firearm.	3-5 day suspension	Expulsion
Committed or attempted to commit a sexual assault or committed a sexual battery as defined in the Penal Code.	3-5 day suspension	Expulsion

Engaged in an act of bullying, including but not limited to, bully committed by means of electronic act (texting, photos, etc.), as defined in subdivisions F and G of Section 32261. Detention may be directed toward any pupil or school personnel	1 day suspension/	Expulsion.
Harassed, threatened, or intimidated a student witness.	detention	Expulsion
Additional Grounds:		
* Sexual harassment. (Ed Code 48900.2)	1 day suspension	Expulsion
* Committed an act of hate violence. (Ed Code 48900.3)	1 day suspension	Expulsion
* Harassment, threats, or intimidation creating an intimidating or hostile educ. environment. (Ed Code 48900.4)	1 day suspension	Expulsion
* Terrorist threat against school official or school property. (Ed Code 48900.7)	1-5 day suspension	Expulsion
* Hazing	1 day suspension	

Any of the above may be referred to a law enforcement agency.

\*The principal or designee must notify law enforcement personnel of these offenses.

**HAZING** -- First, the bill amends Education Code section 48900 by adding “hazing” to the list of offenses that are grounds for a student’s suspension or recommended expulsion. Second, it expands the definition of hazing in Education Code section 32050 to “include any method of initiation or pre-initiation into a student organization or student body” or activity associated with “these organizations which causes, or is likely to cause, bodily danger, physical harm or personal degradation or disgrace.”

**DETENTION** -- Detention shall be limited to one hour on school days and four hours on non-school days. A parent/guardian of the student to be detained must be notified at least twenty hours prior to the beginning of the detention. Saturday School attendance for discipline is at the election of the student or, in the case of a minor, the parent/guardian. (E.C. 37223)

**SUSPENSION** -- Suspension is a disciplinary action that means removal of a student from ongoing instruction for a period of time not to exceed five (5) consecutive school days. Suspension by an administrator shall be preceded by an informal conference between the administrator and the student unless an emergency situation to be determined by the principal or designee exists. A student's parent/guardian shall be notified in writing of the suspension. Although the district is not required to hold a conference with the parent/guardian, the parent/guardian is required to attend such a conference when so requested by the district. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following: 1) While on school grounds; 2) While going to or coming from school; 3) During the lunch period, whether on or off the campus; 4) During, or while going to or coming from, a school sponsored activity. (E.C. 48900 (p) At the discretion of the school administration, a student may receive “in house” suspension, serving the term of suspension on campus under the supervision of school staff (E.C. 48911.1)

**EXPULSION** -- Expulsion means the removal of a student from enrollment in a school or the district as ordered by the Board of Education. Expulsion may be ordered for any of the acts listed under *Grounds for Suspension and Expulsion* when other means of correction have failed to bring about proper conduct, or when a student's presence causes continuing danger to other students. **As defined in Ed Code 48915 (c), possessing, selling, or otherwise furnishing a firearm, brandishing a knife at another person, unlawfully selling a controlled substance, committing or attempting to commit a sexual assault or committing a sexual battery, or possession of any explosives, requires the principal to recommend expulsion.** The length of expulsion for any of these offenses shall be one year. Parents of an expelled student are required to notify the receiving district that the student has been expelled.

## VI. ATTENDANCE PROCEDURE

Regular attendance in all classes is very important and will be checked every day. The only excused absences are illness, medical appointments, religious holidays, funerals (three days for out-of-state and one day for in California), suspensions, and absences which are covered in advance by an Independent Study Contract. It is the responsibility of the school to determine the validity of a student's absence. The school district loses money for all absences except those covered by an Independent Study Contract. If a student does not attend his/her assigned class or activity, and has not obtained teacher approval to be elsewhere, the absence shall be presumed illegal and the student truant. Excessive absences will result in a referral to the Student Success Team and the School Attendance Review Board (SARB).

### A. Clearing an Absence

In order to comply with district policy, the school must keep on file a note from home or a telephone log giving the reason for each absence, including those for only a portion of the day. The following information must be included in either the phone message or the note:

1. Student's name and grade.
2. Date of absence(s).
3. Specific time student was or will be absent, if only a portion of the day.
4. Exact reason for absence.
5. Parent/guardian signature or verbal verification via telephone.

For your convenience we have a 24-hour attendance line with an answering machine to take off-hour calls. The number to call is **552-5626**. A parent/guardian must clear an absence. No student may call and clear his/her own absence. Before a student will be admitted to class after being absent for any reason (including an Independent Study Contract), he or she must clear the absence before 7:55 a.m. the day of return or upon their return if only gone a portion of the day.

#### 1. Coming to School Late

If less than five minutes late, students should go directly to class; they will be marked tardy. If more than five minutes late, students must go to the Attendance Office for an absence/tardy slip to give to the teacher. If the student does not have a note explaining the reason, this will turn into a **CUT** if not cleared by a parent within 48 hours.

#### 2. Leaving School Early

Los Cerros is a "closed campus;" students may not leave the campus without permission. Students leaving during the school day **must** bring a note from a parent stating date, time, and reason for leaving the campus. This note is to be taken to the Attendance Office before school. They will receive a "permission to leave grounds" pass. Without a pass a parent or other authorized person (listed on student's emergency card) must sign the student out in the office.

#### 3. Homework Request when Students are Ill

The Los Cerros staff will do its best to meet the needs of sick students. We suggest that parents make sure their student has a responsible buddy (and his/her phone number) in each class; if the parent or child wants assignments immediately, contact the buddy. Many teachers post their homework on *lcms.schoolloop.com*.

***Our regular procedure for students who are ill is as follows:***

If your student is out sick for three or more days, contact the Attendance Secretary through the absence line (552-5626) by **10:00 a.m.** on the third day of their absence. At this time, indicate the dates of expected absence(s). The homework will be made available by 2:45 p.m. on the same day if possible or the **following day. Please call the office to determine if the homework is ready the same day.**

## **B. Independent Study/Taking a Trip**

Although we encourage students to attend school without undue interruption, there are times when a student needs to accompany his or her parents on a trip. In order to participate in such a trip and still stay abreast of what is happening in the classroom, a student may participate in an “Independent Study Contract.” (ISC) Students can only be granted ISC’s for planned absences of **five or more consecutive school days**. In order to receive an ISC, the student must bring a note, signed by a parent, to the office **at least one week prior to departure**. The student will be given a contract to take home. Once the contract is signed and returned the student will be given a form to take to his or her teachers requesting work for the time s/he will be gone. The student needs to bring these assignment sheets to the office **prior to departure** so copies can be made and filed. While absent, the student must complete the assigned work which must be turned in to the various teachers **the day the student is due to return to school**.

Failure to follow the specific guidelines and successfully complete ISC’s will result in an incomplete study contract and could result in the denial of future requests for an ISC.

## **C. Student Visitors**

Student visitors are not allowed on the campus.

# **VII. HEALTH AND SAFETY**

## **A. Health Information**

Certain immunizations are required by California law. If special health problems are indicated, the school nurse will contact parents and assist in adapting the school program to students’ special needs. Parents should notify their child’s teachers, counselor, school nurse, and the office of any health problems that might affect his/her safety or classroom performance.

## **B. Emergency Card**

An Emergency Information Card must be on file for each student. Parents must complete this card before a student will be allowed to register. Changes in the information should be reported promptly, in writing, to the school office.

## **C. Health Services**

Los Cerros enjoys the services of a Health Educator/Nurse on average one day a week. The school nurse is available by appointment for conferences regarding student health issues. The health screening programs that occur yearly are vision and hearing testing of all 8th grade students and those students referred by a teacher or the student’s parents, and scoliosis screening (spinal curve) for 7<sup>th</sup> grade girls and 8th grade boys. The health educator/nurse is also involved with Special Education evaluations for students who need program modifications because of a medical condition.

## **D. Student Medication**

Whenever possible, we would like students to take needed medicines at home. However we do recognize the need for some students to take medicine while at school and thus have created procedures for the safe and accurate administration of required medications. The person who performs this function has no formal

training nor certification. Consequently, we urge you, with the help of your physician, to decide which medications are absolutely necessary to be taken during school hours.

**In compliance with *California Education Code 49423***, when an employee of the school district gives a medication to a student, the employee must be acting in accordance with the written directions of a physician and with the written permission of the child's parent or legal guardian. The prescription label on the container is not acceptable as a physician's statement. Over-the-counter medications will be given only if prescribed by a physician or dentist.

1. Medication must be brought to the school office in the original pharmacy container by parent or adult representative.
2. To be administered, there must be a completed medication form on file for any prescription or over-the-counter drug. These forms are available in the school office.
3. All medications must be kept in the office unless otherwise directed by the physician.
4. Parent or adult representative must pick up unused medication at the end of the school year in the office.
5. Medication that is not picked up will be discarded.
6. For further information or assistance, please contact the school nurse.

## **E. Communicable Diseases**

Students are urged to stay home when ill or when they have symptoms of a contagious disease (sore throat, lice, pink eye, fever, headache, nausea, skin rash).

## **F. Illness at School - Sick Room Policy and Procedures**

*Rationale: The intent of this policy is two-fold:*

- It provides for those students who are truly sick.
- It ensures that students who are not sick cannot idly pass the time in the nurse's office.

### **Procedures:**

1. Secretaries/Nurse will accept students in the nurse's office ONLY if they have a pass from a teacher or administrator.
2. Students will not be accepted during passing period without a pass.
3. Exceptions will be made only for those who are in need of immediate assistance, i.e., bleeding, vomiting, etc.
4. Secretaries/Nurse will make a determination as to the student's health status. If ill, arrangements will be made to have the student sent home.
5. If the student is not sick enough to be sent home, he or she will be returned to class with a pass from the office.
6. If a student should miss an entire period, it is his/her responsibility to obtain an admit slip from the attendance office before returning to the missed class.

**STUDENTS MUST NOT LEAVE THE CAMPUS WITHOUT BEING SIGNED OUT IN THE ATTENDANCE OFFICE. (State Law)**

## G. Accidents at School

Students should report all accidents and injuries to school personnel immediately. First aid is given by school personnel and parents are notified if the accident is of a serious nature or if follow-up care is needed. *If the injury/illness* is serious, 911 will be called.

## H. Accident Insurance

Optional insurance plans for accident coverage are available to students at a modest cost. The choice of plans to be offered is determined each year by the School Board. Information and forms for application for the insurance are distributed in the registration package in the fall.

## I. Disaster, Fire and Secure Campus Drills

There are three types of disaster drills held several times during the year:

- During a **fire drill**, students will evacuate the building to assigned areas marked on the blacktop at the north side of the campus.
- **Duck and cover/earthquake drills** will be followed by an evacuation to assigned areas marked on the blacktop at the north side of the campus.
- During **secure campus drills** the students are to lie flat on the floor or lean against classroom walls and make themselves as invisible as possible to anyone looking in the room. The teacher will lock all doors and close window coverings. Announcements will be made on how to proceed.

# VIII. STUDENT ACTIVITIES

## A. Leadership

The Leadership class is composed of elected student officers and students who are selected by a selection committee. The application process for Leadership is described in the course catalog. All applications must be filled out completely and turned in on time. The members of this class work on activities including the magazine sale, improvement projects, student council meetings, spirit days, dances, etc. Students learn leadership skills and parliamentary procedures; they develop speaking skills, poise, and confidence; they improve their abilities to work with budget problems, peers, and adults.

**Academic Requirements for Leadership Students:** Maintain a 3.0 GPA; no D's or F's.

## B. California Junior Scholarship Federation (CJSF)

The purpose of this organization is to give positive attention and honor to those students who have demonstrated high standards for scholarship, service, and citizenship. CJSF is available only for eighth grade and second semester seventh grade students. A student's grades from the previous semester determine eligibility for membership the following semester. Application must be made during the first four weeks of the semester. *All CJSF deadlines are firm.* Semester grades must total 10 points in English, math, science, social studies, and Foreign Language. Each A=3 pts; each B=1 pt; each B in an honors course = 2 pts. Grades of D or F in any subject, as well as poor citizenship, will disqualify a student for membership. If a Foreign Language is not taken, only 8 points are required for eligibility. Students must reapply for each semester if they wish to continue

in CJSF. At Promotion, CJSF members with 3 consecutive semesters of membership will receive CJSF Honors Certificates.

### **C. After School Activities**

Los Cerros offers students the opportunity to participate in a variety of after school activities throughout the year. These include but are not limited to flag football, volleyball, golf, basketball, track, ultimate Frisbee, drama and music and other subjects of interest. We also have a talent show in October in which students can participate.

### **D. Panther Pride**

Panther Pride is a community service club for Los Cerros students. Club members volunteer time and energy at school and within the community either individually or in groups. Panther Pride members develop a commitment to personal excellence, a sense of responsibility, and good citizenship. Panther Pride students learn they can make a difference in their community by giving of themselves.

### **E. Dances**

Dances are held at Los Cerros 2 times each year. Only Los Cerros students are allowed to attend these dances and Los Cerros students may not attend dances at other schools. Evening dances are for 7th and 8th graders only. Sixth graders may attend an afternoon dance at the end of the school year. Written parent permission is required. Dances are announced in the Panther Press and morning announcements. Students must have a current school ID card to purchase a ticket. Tickets must be bought in advance. No tickets will be sold at the door.

### **F. Acceptable Use Policy for Computer Networks**

The District's Board of Education has adopted a policy mandating that parents sign an agreement allowing their children to access the Internet at school. By signing this agreement and returning it to school, you signify that you agree to the terms of the Student Acceptable Use Policy for Computer Networks and that you agree to allow your child to access the District Network, and through it, the Internet, using the District's Network, computers, and facilities, for as long as your child is a student at the school or until you refute this agreement by writing the school. Please be sure that your student has one of these agreements on file. Consequences for misuse of district computers will entail loss of Internet privileges and possible suspension.

## **IX. GENERAL BUSINESS**

### **A. Morning Announcements and Panther Press**

Students will hear morning announcements daily. The Panther Press newsletter is prepared and distributed weekly, normally on Thursday via email. The newsletter contains important dates, activities on campus and messages from on-campus activity groups and the PTA. Copies of the Panther Press are also available in the school office. Students are urged to access the website to review the information published in the Panther Press.

## **B. Library**

The library provides numerous resources in the form of books, records, periodicals, newspapers and internet. The library media teacher and the library assistant are available to help students find appropriate resources and select literature. Nearly all library materials may be checked out to take home. Students are expected to respect the rights of their fellow students by returning materials on time and in good condition. The library is to be maintained as a quiet, clean area for those needing to use the library resources.

Additional library rules are as follows:

- 1) Students are required to have a pass for entrance to the library during class time.
- 2) No food or drinks are allowed.
- 3) The library is NOT to be used as a place for social gatherings.
- 4) The cost of replacement is charged for lost or damaged books.
- 5) The librarian may deny library privileges to any student if the student fails to live up to his/her responsibilities in the library.

## **C. Textbooks**

Textbooks are issued at the beginning of the year. If available, students are given a set for home and a set for school. If you need a third set, please contact the counselor. It is the student's responsibility to return the books at the end of the school year or when the student leaves the class. Students are responsible for all books checked out to them. If a book is mutilated in any way, or lost, the student will be required to pay the cost of replacement. If a damaged book is issued, the student should bring it to the teacher's attention immediately. Report cards and other student records will be held until items are returned or replaced by the student.

## **D. Lost and Found**

Students are responsible for personal items and are to place their first and last names on all items brought or worn to school. If an article is lost, students should check in the following places:

- (1) all of their classrooms;
- (2) at the office for valuables such as eye glasses, jewelry, watches;
- (3) in the multipurpose room for clothing, lost books, binders, and backpacks; and
- (4) in the gym for lost P.E. articles.

## **E. Delivering Items to School**

Because of district concerns over safety, unsolicited visitors are not allowed in the classrooms. Parents must deliver all student needs (homework, binders, PE clothes, etc.) to the main office. A box will be provided for this purpose and students can pick up items from there during their passing periods.

## **F. Visitors on Campus**

If for any reason you are on campus, you must sign in at the main office and pick up a Visitor Pass.

## **G. Homeroom**

Homeroom is a 10-minute "home base" program during which students focus on school-related issues such as upcoming events, student activities, behavioral and academic expectations, school procedures and "Words of Wisdom."

## **H. School Pictures**

School pictures will be taken during the first week of school. Students will be issued a student body card. Student body cards are used for various student activities. If a student loses his/her ID card, a new one can be purchased for \$5.00.

## **I. Elective Donations**

Most elective classes solicit a nominal student donation to cover costs of materials beyond basic instruction. This money is used for materials or projects that students take home and to replace broken or worn out items. Teachers collect school-owned items at the end of the course. Notices will be given to students who have lost or broken any of these items, indicating those needing replacement and their costs. No student will be denied access to these courses for financial reasons.

## **J. Entering and Exiting Campus**

1. All vehicles are to enter the parking lot at the easterly one-way entrance.
  - a. Loading and unloading of students will be done along curbs other than red zones or bus loading area.
  - b. Multiple lanes are available for arriving vehicles to overtake stopped vehicles or to access or egress the parking areas.
  - c. To minimize congestion, parents are encouraged to take advantage of open curb loading areas by advancing ahead to them instead of waiting behind stopped vehicles near the beginning of the loading zone.
  - d. It is the expectation of the school that students are picked up by 3pm if they are not involved in after school activities.
2. All vehicles will exit by way of the westerly one-way exit near the bicycle storage area
3. Students going to the church parking lot or to destinations south of the Blemer Road/Green Valley Road intersection, and all bikers must exit campus via the crosswalk by the bike locker.
  - 1. Bikes and riders must stay in the bike lane.**
  - 2. Pedestrians must stay on the sidewalk.**
4. Students walking to destinations north of the Blemer Road/Green Valley Road intersection must exit campus at the school entrance.
5. Student pedestrians must stay on the north sidewalk along Blemer Road at all times until they reach the stoplight.
6. Jay walking is not permitted ... students are subject to a ticket or fine.

## **K. Counseling**

Our Los Cerros Counselors are available to work with parents and students on academic, personal/social and career issues. Periodically throughout the year, counselors will be presenting curriculum and conducting activities in the classrooms, and coordinating campus-wide prevention education and awareness programs. The counseling department is an integral part of a team including parents, teachers, school psychologists and administrators. This team is here to provide guidance and counseling to all students in the area of personal/academic, decision making and interpersonal skills. The activities are based upon the recognition of the dignity and worth of all students.

Please contact the counseling department for any of the following concerns:

- Student achievement
- Peer conflicts
- Academic planning/scheduling
- New school registration and orientation
- Test interpretation
- Discussing a student's special needs
- Early discussion of potential crisis
- Family difficulties or concerns
- Student/family health concerns
- Parent education

In the counseling office you will find our career corner, a parent information bulletin board, information about clubs, referral sources for academic and social support, self help brochures on homework, test taking and bullying to name a few.

## **X. Parent Organizations**

**A. PTA (Parent Teacher Association)** - Membership in the Los Cerros PTA is a great way to participate in the school community and to work with other families and staff for the benefit of our children. Check the Los Cerros school calendar and Parent Press newsletter for meeting dates and times.

**B. Site Council** - is made up of twelve elected members as mandated by the state education code – 4 teachers, 3 students, 3 parents, 1 staff (non-teacher) and the principal. Their primary responsibility is to determine the allocation of school improvement (SIP) funds as well as the ongoing review and updating of the educational program at Los Cerros.

**C. Academic Boosters** - is a non-profit foundation that manages funds donated by parents and their employers to better the quality of education at Los Cerros. They are committed to reducing the number of children in each classroom and securing technology and elective programs that foster excellence.

## XI. Style Sheet Example

### Los Cerros Middle School Style Sheet

#### Standard Assignment:

Font size: 12 point

Font style: Use a standard font (i.e. Times, Helvetica, etc.) No Funny Fonts

Spacing: Double

Margins: 1 inch

Heading: Top right-hand corner of page

First and last name

Period/Subject

Date

Titles: Centered

Paragraphs: Indented 5 spaces (or one tab)

Book Titles: *Italics* are preferable, otherwise, underline.

#### Sample:

Jane Doe  
Period 2/ English  
12/5/03

#### My Summer Vacation

Great America sizzled! Both the rides and the weather were hot, and we had a great time. The only relief came when we hopped aboard the inner tubes that floated down the river. I felt like the main character in Mark Twain's novel, *Huckleberry Finn*.

\*\*Requirements may vary somewhat for special assignments. Please check with teacher.