

LAS COLINAS MUSTANGS



Student Handbook 2018-2019

Name _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____

This planner is a gift from the Las Colinas ASB to help students be more successful in school.

Vision: Excellence for all

Mission Statement: Pleasant Valley School District prepares 21st century learners who are responsible members of our global society.

Las Colinas Middle School
5750 Fieldcrest Drive
Camarillo, CA 93012
Telephone: (805) 484-0461 Fax: (805) 482-2443

Las Colinas Middle School

Regular Bell Schedule (A)

Period	Grade 6	Grades 7/8	Length in Minutes
1	8:30-9:28	8:30-9:28	58
2	9:32-10:25	9:32-10:25	53
Nutrition	10:25-10:40	10:25-10:40	15
3	10:45-11:38	10:45-11:38	53
Lunch A	11:38-12:14		36
4	12:18-1:11	11:42-12:35	53
Lunch B		12:35-1:11	36
5	1:15- 2:08	1:15- 2:08	53
6	2:12 -3:05	2:12- 3:05	53

Every Thursday & Early Dismissal (2:05) (Schedule B)

Back To School Night

Open House

Period	Grade 6	Grades 7/8	Length in Minutes
1	8:30-9:20	8:30-9:20	50
2	9:24-10:08	9:24-10:08	44
Nutrition	10:08-10:23	10:08-10:23	15
3	10:27-11:11	10:27- 11:11	44
Lunch A	11:11-11:41		30
4	11:45-12:29	11:15-11:59	44
Lunch B		11:59-12:29	30
5	12:33-1:17	12:33-1:17	44
6	1:21-2:05	1:21- 2:05	44

Noon Dismissal (12:05) (Schedule C)

Promotional Ceremony June 13th, 2018 Last day of School June 14th, 2018

Period	Grades 6/7/8	Length in Minutes
1	8:30-9:05	35
2	9:09-9:39	30
3	9:43-10:13	30
Nutrition	10:13-10:23	10
4	10:27-10:57	30
5	11:01-11:31	30
6	11:35-12:05	30

SCHOOL HOURS

- Students should arrive at school no earlier than 8:00 am.
- First period begins promptly at 8:30 am.
 - Students are to come directly to school in the morning and leave immediately after school. Students should not be congregating in the park before or after school.
- The dismissal bell rings at 3:05 pm (2:05 pm on Thursdays)

LCMS STAFF

Las Colinas Office Staff may be reached between the hours of 7:45 am – 4:00 pm - teachers between the hours of 8:15 am and 3:20 pm. Should you have any questions, concerns, or want a personal meeting regarding your child, we encourage you to contact your child's teacher:

- Leave a voice mail at (805) 484-0461
- Write a note and send it with your child
- Email your child's teacher(s) which can easily be found on our website at: <http://www1.pvsd.k12.ca.us/lascalinas/>

Administration:

Principal: Erik Goldman
egoldman@pvsd.k12.ca.us

Assistant Principal: Shirleen Oplustic
soplustic@pvsd.k12.ca.us

Teachers or Counselors:

Email addresses are the first name initial and the last name followed by @pvsd.k12.ca.us example:
Jane Smith jsmith@pvsd.k12.ca.us

SCHOOL ATTENDANCE

Research has proven that students who are late or miss school regularly find it more difficult to be successful. Compulsory education is also the law. You can keep track of your child's absences and tardiness as they are recorded on the progress report, report card and in Parent Connect. If you have any questions regarding attendance, please contact Mrs. Abrahamson at (805) 484-0461.

Any student not in attendance during the school day may not participate in any after school program scheduled for that day.

Parents are to call the Attendance Hotline at (805) 484-0461 and press "1" each day a student is absent. The message should include: student's name, grade, days absent, nature of the absence and relationship of person verifying absence.

ADMIT SLIP. Students are to get their admit slip at the attendance window prior to 8:25 am on the morning of their return. Waiting until the bell rings to get an admit slip will result in an unexcused tardy. Each teacher will sign the admit slip and the sixth period teacher will return it to the attendance office for recording.

WHERE TO GO FOR HELP

If you need a readmit slip after an absence:

See the Attendance Clerk at the student window before school or when you return to school.

If you are sick or not feeling well:

Get a note from your teacher and report to the Health Office. **Do not text your parent to tell them to pick you up.** This is a violation of the school's cell phone policy. The Health Office will contact parents in the event that you need to be picked up.

If you are having problems with your locker:

Go to the Student Window or see a campus supervisor.

If there is an error with your program or schedule:

See our counselor for assistance. If you need to see the counselor, you must make a request at the student window. Only urgent situations allow for students to request to see the counselor during class.

If you are having problems with a teacher or class:

Make an appointment to speak with the teacher before or after school or see our counselor to discuss the problem.

If you are having serious family problems:

See our counselor for assistance.

If you are using a controlled substance or alcohol:

See our counselor for assistance.

If you are having a problem with another student or are being bullied:

Contact any teacher, office personnel, Counselor, or an administrator for assistance. You may also fill out a bullying report on the school website.

STUDENT BEHAVIOR

LAS COLINAS MANAGEMENT PLAN

Pursuant to all State laws and Pleasant Valley School District Policies and Procedures, the following steps are taken to enforce necessary regulations. **THIS LISTING OF MINIMUM AND MAXIMUM ACTIONS DOES NOT IMPLY OR REQUIRE THAT A "STEP BY STEP" PROGRESSION OF INCREASING SEVERITY BE USED BY SCHOOL STAFF IN DEALING WITH A VIOLATION. IN MOST CASES, DISCIPLINARY ACTION IS DEPENDENT UPON THE SITUATION AND THE PREVIOUS BEHAVIOR RECORD OF THE STUDENT.**

*****In accordance with state law, all school rules apply on the way to and from school.**

The schedule of actions possible when an infraction of regulations occur is:

1. Teacher warning
2. Individual teacher consequences
3. Teacher/parent phone call
4. Referral to administration office (detention assigned)
5. Individual class suspension and parent/teacher/administrator conference to establish a behavioral contract before return.
6. Saturday School
7. Parent to accompany student to school
8. Home Suspension (1-5 days)
9. Referral to SARB
10. Transfer to another school in the district
11. Transfer to another specialized program
12. Expulsion from the District.

Below are some specific behaviors that can or will lead to a suspension from school. This is not an all inclusive list.

- Disruption of school or class activities and defiance which includes
 - Willful disobedience
 - Defiance of authority
 - Disruptive behavior
 - Leaving class or campus without permission
 - Possession of prohibited items
 - Violation of dress code
- Profanity
- Aggressive physical conduct such as pushing, hitting, spitting, fighting, etc.
- Bullying or harassing another student. This can be verbal, physical, sexual, texting or cyber bullying.
- Possession or use of tobacco including vaping devices; possession of matches or a cigarette lighter
- Possession of alcohol or controlled substances
- Vandalism, which is causing damage to any school or personal property in any fashion.
- Theft, robbery or extortion or possession of stolen property
- Possession of imitation firearms (i.e. toy cap pistol)
- Possession of a knife. A student found in possession of a knife, no matter how small the knife is, will be suspended from school with a possible recommendation for expulsion if the knife blade is longer than 2-1/2 inches; a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- Hate Violence including racial slurs, comments, or name calling.

STUDENT EXPECTATIONS

Students are expected to display appropriate behavior while in class, on the school grounds, while going to and from school and during school-sponsored activities. Students are expected to:

- **Las Colinas is a “hands off” campus. Students are expected to keep their hands, feet, and all object to themselves at all times**
- Be polite and helpful.
- Be in assigned seat, ready to work with all materials and books when the bell rings.
- Arrive on time for school.
- Remain seated at the passing bell until dismissed by the teacher.
- Conform to all school rules and regulations.
- Follow directions the first time they are given.
- No hitting, shoving, running, or horseplay. No “table-topping”, “body blows” or “punch lines”.
- Refrain from eating in the classroom.
- Refrain from gum chewing
- Refrain from the use of profane and vulgar language.
- Carry agenda book at all times (If lost, student will need to purchase replacement Agenda for \$5.00).
- Carry I.D. card at all times (Required for buying lunch and borrowing books from the library).
- Have respect for all and follow directions immediately.
- **No public displays of affection including but not limited to hand holding, hugging and kissing.**

DRESS FOR SUCCESS

There appears to be a definite relationship between appropriate dress, good work habits and proper school behavior. **Parents and students share responsibility** with the school to make sure student’s dress does not affect the learning environment in the following ways:

- Distractive
- Disruptive
- Intimidating atmosphere

Any clothing or grooming which, in the judgment of school administration, may tend to be detrimental to the overall school climate will not be permitted.

DRESS CODE POLICIES

- Clothing must not interfere with the student’s ability to perform assigned class activities or pose a health or safety hazard.
- All clothing will be neat and clean in its appearance and in good repair.
- Clothing should cover undergarments at all times.
- Hats and hoods are allowed outside of class only, not in class.
- Pants/shorts must be worn at the waist at all times and be able to stay up without a belt or other support.
- Clothing and jewelry shall be safe and free of writing, pictures or any other insignia that are crude, vulgar, profane, offensive, or reference drugs or alcohol.
- Closed-toed shoes must be worn at all times on campus.

CLOTHING & ITEMS NOT ALLOWED

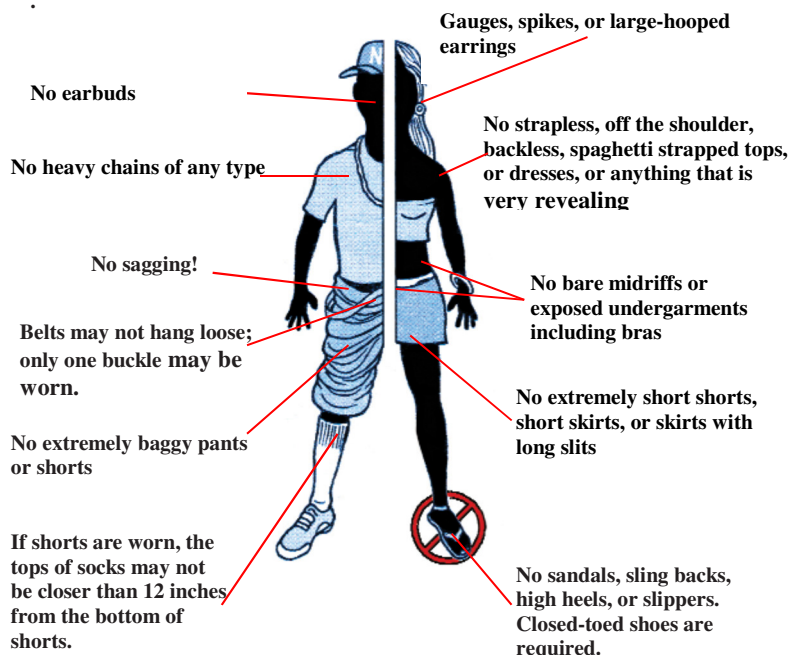
Tops/dresses with spaghetti straps, (straps should be at least 2 inches in width), low cut necklines and apparel that is tight fitting, halter tops, backless tops, midriff tops/pants that expose any midriff skin, off the shoulder or cutoff tops, see through or fishnet fabrics and excessively short skirts and shorts are not allowed (4” inseam is recommended).

Extremely baggy pants and pants that drag on the ground when standing are not allowed (undergarments should not be exposed).

- Headgear such as sweatbands, hairnets, or bandanas are not permitted on campus
- Clothing that contains sexually suggestive language, rude comments, double meanings, derogatory language directed at a particular gender, race, ethnic group or religion is also prohibited.
- Additionally, clothing that depicts weaponry, violence or gore is also prohibited.
- Wallet chains, chains worn as bracelets or necklaces, large or spiked rings, spiked bracelets or necklaces, large hooped earrings and/or objects that the school administration deems as potentially dangerous are prohibited.
- Any dress that the school administration or the police consider to be indicative of gang attire is prohibited;
- Body piercing jewelry that is excessive or poses a safety issue is prohibited.
- Belts, bracelets with sharp metal studs are not permitted.
- Pajamas may NOT be worn at school.
- Open-toed shoes, sandals and slippers are prohibited due to safety issues.

Students may not walk around on campus during school hours with earbuds in their ears. Earbuds may be used for academic purposes only while school is in session.

What NOT to wear at Las Colinas



Consequences of Dress Code Violation:

- 1st violation – Warning and change of clothes
- 2nd violation – Lunch Detention
- 3rd violation – After School detention & parent contact

As fashion trends change frequently, the administration reserves the right to deem certain items as inappropriate even if not delineated in the agenda.

ACADEMIC DISHONESTY

The Las Colinas Staff expects all students to be successful on the merit of his/her own work. We do not condone cheating or dishonest acts of any kind. Students are expected to do their own work at all times except when the teacher directs otherwise.

- Plagiarism (the practice of using someone else's ideas and words as their own) will not be allowed. This includes using information directly copied from computer programs and the Internet.
- Students are considered cheating when they are engaged in copying another student's work, allowing another student to copy their work, supplying another student with answers, talking (regardless of the content of the conversation) during an examination, using study aides (including calculators when not allowed) during examinations and plagiarizing on any assignment and/or test.
- Cooperative learning is the process of two or more students exchanging ideas and contributing to a group outcome. Each student is responsible for a specific task. It is not that one student does all the work and the other student copies.
- Homework and/or other activities are assigned as independent practice. These are to be done individually and not copied from other students.
- Using notes or other study aides during examinations unless allowed by the teacher will not be tolerated.

DETENTIONS

Teachers have the legal right to hold students after school for 10 minutes any day without parent notification. If transportation issues are involved a 24 hour notice will be given. If detention of longer than 10 minutes is assigned, one-day notification is required. Generally, when notice of detention is given, it is the responsibility of the student to inform their parents. State law limits detention to duration of no more than one hour on any one school day. School policy states that the length of a detention will be doubled when a student fails to report on the assigned date. Continued failure to report for a school and/or teacher detention will be viewed as defiance and will result in appropriate disciplinary consequences.

SUSPENSIONS & EXPULSIONS

Serious behavior may be grounds for suspension or expulsion from school. If a student commits such an act, he/she is to be referred to the Assistant Principal. Suspension is the responsibility of the Principal and Assistant Principal. Possession of weapons or drugs will result in out-of-school suspension and probability of a recommendation for expulsion. The committing of vandalism will result in a bill for damage repair. Students may be suspended for the acts listed below while on school grounds or coming to and from school, or during a school sponsored activity.

Pursuant to Education Code Section 48915, mandatory suspension and a recommendation of expulsion are required of Las Colinas for the following violations and authorities will be notified immediately:

Possessing, selling, or furnishing a firearm: possession must be verified by district employee:

- This subdivision does not apply if student had written permission to possess firearm from certificated employee.
- Brandishing a knife at another person: as defined in this section, "knife" means any dagger, or other weapon with a fixed sharpened blade fitted primarily for stabbing; a weapon with a *blade longer than 2-1/2 inches; a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- Sale of drugs

- Causing serious physical injury
- Possession of any knife (see definition above), explosive, or other dangerous object (i.e. Airsoft gun).
- Possession of drugs (except for first offense of possession of not more than one ounce of marijuana).
- Robbery or extortion.

Parents and students must understand that when an action or behavior by a student is a violation of the Penal Code or a misdemeanor under the Education Code, the school and the local police may run a concurrent investigation. The police may elect to arrest the student. If/when this occurs, the disposition of the charge is at the discretion of the juvenile authorities.

SUBSTANCE ABUSE POLICY/NO USE POLICY

Las Colinas, as part of the Pleasant Valley School District, recognizes that the use of alcohol, other drugs, and tobacco and the problems associated with these are becoming increasingly common in our society and among youth.

Las Colinas, as part of the Pleasant Valley School District, also recognizes that the use of alcohol, drugs, and tobacco often precedes the development of problems. The use of alcohol, drugs or tobacco is prohibited.

Las Colinas, as part of the Pleasant Valley School District, believes that it is in the best interest of the community for it to take steps to promote, enhance, and maintain a drug-free community. Parents and other segments of the community have a role to play in helping students to remain drug-free. In partnership with the Ventura County Sheriff's Department, drug detection dogs occasionally come onto the Las Colinas campus to conduct inspections. We use this as a deterrent to keep our campus drug free.

WE ARE A TOBACCO FREE DISTRICT. SMOKING, INCLUDING VAPING, IS NOT PERMITTED ON OR AROUND THE CAMPUS AND PARKING LOT AREAS AT ANY TIME.

Rights of Students

Every student has the right to be free from teasing and bullying and have his/her personal and property rights respected. If at any time your rights are interfered with, you should appeal to authority—a teacher or administrator. There is no discredit in doing so: this is the proper action to take. In keeping with Federal Law (Ed Amendment of 1972, Title IX), the Pleasant Valley School District has adopted Board Policy 5145.7 that deals with this issue.

Bullying (Ed. Code 48900.4)

Bullying is defined as any hurtful or aggressive act toward an individual or group that is **intentional and repeated**.

We recognize violence as any word, look, sign or act that inflicts or threatens to inflict physical or emotional injury or discomfort upon another person's body, feelings or possessions. **We recognize bullying as a type of violence that occurs whenever a student intentionally, repeatedly, and over time inflicts or threatens to inflict physical or emotional injury or discomfort on another's body, feelings, or possessions.** This includes comments made via text messaging or on social network sites (i.e. Instagram or Facebook), through email, as well as inappropriate photos or videos shared electronically. To make our school violence-free and safe from bullying, we pledge to tolerate no bullying in our

school, intervene in bullying behaviors and strictly enforce rules against bullying and empower staff and students to report bullying behavior and treat one another with respect. Interventions will include counseling or disciplinary action up to and including suspension or expulsion and having the perpetrator cited by the police.

Sexual Harassment (ED. Code 84900.2, Board Policy 4118.15)

Las Colinas believes harassment issues are very serious.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or any other verbal, nonverbal, physical or visual conduct of a sexual nature that makes the receiver uncomfortable.

Every student has the right to be free from teasing and have his/her personal and property rights respected. If at any time your rights are interfered with, you should appeal to authority—a teacher or administrator. In keeping with Federal Law (Ed Amendment of 1972, Title IX), the Pleasant Valley School District has adopted Board Policy 5145.7 that deals with this issue.

Students who believe that they have been harassed, sexually or otherwise should immediately inform the principal, assistant principal, teacher or school counselor so that the district can take action to stop this type of behavior and protect the student. This may include disciplinary action up to and including suspension or expulsion and having the perpetrator cited by the police. (E.C.48900.2)

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

1. Unwelcome leering, (inappropriate staring), sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexual degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Transmission of sexual messages through an electronic device.
6. Spreading sexual rumors.
7. Teasing or sexual remarks about students enrolled in a predominately single-sex class.
8. Touching an individual's body or clothes in a sexual way (including "tea bagging" and "cup checking").
9. Cornering or blocking of normal movements.
10. Sending sexually suggestive comments or photos via text messages ("sexting") or via the Internet i.e. email or social networking sites.
11. Displaying sexually suggestive objects in the educational environment. (This is not to imply that a teacher cannot display anatomical models while teaching a science or health class.)
12. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Gay or lesbian students, as well as students perceived to be gay or lesbian, are fully protected from harassment at school to the same extent that heterosexual students are protected from sexual harassment by other students. (Ed. Code Sections 200, 220, 230, and 241)

Students may be suspended or expelled for sexual harassment conduct and parents may be financially liable for the conduct

of their children. Complaints may be filed through the district staff, the State Department of Education and/or the Office of Civil Rights. (PVSD Board Policy 4118.15)

PERSONAL BELONGINGS

During school hours all energies should be directed toward the learning process. Therefore, any personal items that have no direct bearing on the education process should not be brought to school. If inappropriate items are found at school, they will be confiscated. Some items of particular concern are:

1. **Gum is not allowed on the Las Colinas campus at any time.**
2. Laser pointers, permanent markers (including Sharpie), white out and aerosol sprays are prohibited.
3. Basketballs, footballs and other sports equipment.
4. Items construed as "toys".
5. Cards and/or dice are prohibited.
6. Printed materials that are of a pornographic nature, hate material or literature or terrorist materials and information.
7. Radios, I-Pods, I Pads, cameras, handheld games, etc. are prohibited.
8. Glass containers pose a safety problem and are not to be brought to school.

CELL PHONES

Pleasant Valley School District Board Policy 5131 (c) states the following:

Students may possess or use electronic signaling devices, including cellular telephones, provided that such devices do not disrupt the educational program or school activity.

The District requires that students keep cell phones and other electronic devices turned off during the school day and out of sight, which will minimize the disruption they cause but make them available in an emergency. Devices are expected to be out of sight by the start of the instructional day. However, students are allowed to come to the office and use their cell phones to call parents. Afterwards, students must power off their cell phone before exiting the office.

Please be aware the District is not responsible for lost or stolen student property.

Any cell phone taken by a school official will be given to the Assistant Principal.

Consequences of Cell Phone Violation:

- 1st violation – Warning
- 2nd violation – Detention
- 3rd violation – Detention and parent must pick up phone
- 4th violation – Saturday School & parent must pick up phone

Please be aware that students texting in class has become an increasingly disruptive problem as students are very adept at hiding their phones and communicating with other students rather than paying attention to their studies. While cell phones are valuable for communication during an emergency, text messaging features are not. Las Colinas administration recommends that students not have text messaging capabilities on their phones. Most phone company plans can assist families in removing this feature from student phones or setting parental controls that prohibit use during school hours.

BICYCLES, SKATEBOARDS, SCOOTERS & ROLLERBLADES

For everyone's safety, bicycles and skateboards are **to be walked on the school grounds**. During school hours bicycles and skateboards must be locked in the bike cage. **Helmets are required at all times when riding to and from school.** Students who fail to follow helmet and safety laws may be cited by the police. The school assumes no responsibility for bicycles or skateboards. For safety and security reasons, scooters and rollerblades are not to be ridden on campus at any time. These items are not allowed on campus including evenings and weekends. **Any student not following the above rules for bicycles or skateboards will have their items taken and held in the office until a parent or guardian picks them up.**

COUNSELING SERVICES

Students should make an effort to become acquainted with the counselor early in their middle school careers. To schedule a conference, students should fill out a request form available in the office. The counselor meets with students individually and in groups.

The counseling office will be responsible for all programming and program changes. Schedule changes should be completed by the third week of the semester and will be granted for only acceptable reasons.

Program changes will not be made for the following reasons:

1. Want class during a different period
2. Do not like the class
3. Want a different teacher or do not like the teacher
4. Desire to be with friends

Program changes will be made for the following reasons:

1. Any change to correct a program that is in error
2. To balance class loads
3. Misplacement of a student to a class in which he or she does not belong

The counselor will meet with students individually to discuss academic difficulties, personal problems with others, and program planning for the future. All mediations will be scheduled through the counselor by completing a request form.

GRADES

Students receive end of quarter grades as well as mid quarter progress reports. These can be accessed through Q Parent Connect. Parents are encouraged to sign-up for Parent Connection, an Internet-based tool that allows them access into their student's day and the ability to view their daily progress from home. Please visit the school office to sign-up if you do not yet have this capability.

Additionally, students receive a citizenship mark in each class. The following is the citizenship rubric used to evaluate student citizenship:

An OUTSTANDING citizen is consistently:

- Prompt to class
- Prepared for class with all materials and work
- Participating
- Obeying class rules

- Demonstrating a positive attitude
- Responsible
- Respectful to others and the learning environment
- Using appropriate language

A SATISFACTORY citizen generally:

- Prompt to class
- Prepared for class with all materials and work
- Participating
- Obeying class rules
- Responsible
- Respectful to others and the learning environment
- Using appropriate language
- Making good use of class time

Students falling below these criteria can expect to receive a “**Needs to Improve**” or “**Unsatisfactory**” behavior mark.

HOMEWORK POLICY

Homework is an integral part of your student’s instructional program. Homework at Las Colinas is considered an important part of the learning process for the following purposes:

- Reinforces skills previously taught
- Enables students to practice individual research methods
- Promotes individual responsibility
- Develops problem solving skills
- Enriches learning activities and extends the school experience
- Provides an avenue for recreational and content area reading

In addition to these benefits, homework assignments become a tool for communication between home and school. Regular homework assignments provide parents with many opportunities to see how well their children are performing in academic tasks. Through monitoring a child’s homework, parents can become better acquainted with the content of the curriculum.

HOMEWORK HOTLINE

For your convenience, many of our teachers use the optional staff homework link to the school web page. Go to the Las Colinas web page at <http://www.lcmustangs.org/>. Click on the faculty/staff hyperlink. Click on the teacher or staff member’s name. The majority of teachers update homework and classroom assignments on a regular basis.

HOMEWORK MAKE-UP POLICY

Upon return to school, students are expected to make up missed work. It is the student’s responsibility to get assignments from their teachers after class or after school. Parents may call the office at (805) 484-0461 by 10:00 am on the third day of a student’s absence to arrange pick up of the homework. For **excused** absences, students are allowed one day per day missed to make up work. **However, long-term projects/assignments that had a pre-determined due date are due upon student return to campus.**

HALL PASSES

Students must carry their agenda books signed by a staff member while in the halls or out on campus during class hours.

LATE/TARDY POLICY

To help ensure that students report to class on time and are held accountable for inappropriate and disruptive behavior, the following school late/ tardy policy exists:

Unexcused Tardy to Class

1. Late to class: The classroom teacher will issue consequences to students who are tardy to class in accordance with their classroom policies and procedures. Three or more times late per quarter will result in a referral to the office for the student. **Excessive tardiness to class will be reflected in the student’s classroom behavior grade.**
2. One tardy of 30 minutes or more will initiate the SARB (School Accountability Review Board) process, which may include parents and students being summoned to the SARB board and put on an attendance contract.
3. The following are examples of **unexcused reasons** for being tardy to school:
 1. Oversleeping
 2. Waiting for a friend
 3. Car trouble (no written note or parent sign-in)
 4. Missed ride to school
 5. While it is understood that unexpected situations do arise; it is expected that parents will make arrangements to get their children to school on time.
4. The following are examples of **excused reasons** for being tardy to school:
 1. Doctor or dental appointment (with Dr. or Dental note or parent sign-in)
 2. Car trouble (with written note or parent sign-in)
 2. Illness (with written note/parent sign- in)

ABSENCES

Because of state laws regarding compulsory attendance, schools are mandated to enforce the regular attendance of students. **Pleasant Valley School District policy allows for parents to call in excusing their students for illness for a combined total of ten days.** After the ten days, student absences must be verified through a doctor’s note. Once the 11-day mark is reached or a student has more than three unexcused absences, parents will receive a letter from the district stating that their student has an attendance problem. This letter is copied to the School Attendance Review Board (SARB).

Students are only excused for the following reasons:

- **Illness, Family death, Religious holiday/observation**

Family trips or vacations are NOT EXCUSED absences.

If a family trip is inevitable, families may apply for independent study to avoid accumulating unexcused absences. This must be arranged a minimum of ten school days prior to the trip. Independent study may only be requested for a minimum of five school days.

TEXTBOOKS

Textbooks are loaned to students on the condition that every effort will be made to care for them properly. Textbooks are very expensive. The cost of an average set of student textbooks is approximately \$320.00. Students will abide by the following rules:

Pupils and/or parents (guardians) are required to reimburse the District for replacement value of lost or damaged textbooks, library books, and educational materials. School site administrators may withhold grades, diplomas and transcripts of pupils responsible for such damage or loss until payment is received. (Pleasant Valley School District Board Policy 6161.2)

SCHOOL COMPUTERS/CHROMEBOOKS

Students are expected to properly use Las Colinas's computers and chromebooks. Students may not tamper or alter any of the default settings. Students who do not use electronic equipment properly will face disciplinary consequences. **Students must submit a signed and completed Acceptable Use Policy form in order to use a chromebook.**

LOCKERS

Each student has the option of a locker in which to keep his/her school supplies, books, and lunch. Lockers are randomly assigned and will not be changed based on preferring a top, middle, or bottom locker. Students are responsible for all items left in the lockers. Rain can enter lockers, so students should take measures to protect books in lockers during rainy weather. **Students are not to share lockers and combinations. All school lockers are the property of the Pleasant Valley School District and students should be aware that lockers are subject to inspection by school authorities at any time, with or without a student's consent or knowledge. Abuse of lockers may result in locker privileges being revoked for the remainder of the school year.**

PHYSICAL EDUCATION POLICIES AND PROCEDURES

UNIFORMS AND LOCKS

Students are required to wear separate clothing for Physical Education. Students must wear a plain gray T-shirt and navy blue athletic shorts. A Physical Education uniform with the LCS logo and a name label is available for purchase at a cost of \$20.00. Athletic shoes must have laces or some type of Velcro closure to ensure safety

Las Colinas common keyed locks must be used on PE and book locks due to security issues. They are available for purchase for \$6.00. If this presents a hardship, a Las Colinas approved lock will be provided. If a non-Las Colinas lock is used, it will be cut it off. Make sure your lock is locked before leaving. **Do not give your combination to others and keep your locker locked!**

LUNCH PROCEDURES

CLOSED CAMPUS – Las Colinas has a “closed campus” lunch program. All students are to remain at school for lunch, except those students with special diets or unique home situations. A hot lunch program is available to all students. Lunches, breakfasts, and nutrition snacks are purchased with the student's ID card and an account system. Students must put money in their account before the start of school in order for the money to be available that day. When students stand in line to get their lunch, they must have their I.D. card with them to get their food. Students without I.D. cards will be able to get their lunch after students with I.D. cards have received their lunches by entering their ID number.

Students are responsible for bringing their own lunch to school each school day. ***The office is not staffed sufficiently to ensure that students receive the lunches brought to them by their parents. Therefore, if you must deliver a lunch (emergency or special occasion) be sure that your child knows it will be coming (make arrangements prior to school) and that he/she should come to the office to get it without being called.*** Lunches should be dropped off at least twenty minutes before lunch begins. Students must wait in line at the student window to retrieve lunches. At no time are students allowed to enter the office and retrieve a lunch from the counter without office personnel permission. **Food to be shared with multiple students (whole pizzas, cupcakes, etc.) may not be brought to school due to the disturbance to the campus environment. Food delivered from a restaurant or food establishment will not be accepted/signed for.**

REPORT CARDS/PROGRESS REPORTS

At the end of each quarter a report card with the student's grades and attendance will be sent home. Student's progress reports are given out five weeks into each quarter to inform parents of any difficulties a student may be experiencing so that the grades may be brought up before the office report card is issued. If further monitoring is required, please contact the counseling office at (805) 484-0461.

TELEPHONE CALLS

School personnel will make calls to parents regarding school business. No student may be called to the phone during school hours. However, in an *emergency*, office personnel may take a message for a student or arrange a call back.

HEALTH OFFICE

The Health Office is only for students who are ill or injured at school. Parents or family members picking up sick/injured children must sign them out on the Student Sign In/Out log at the front desk. **Students may not text parents/guardians to pick them up because they are not feeling well. Students must be evaluated by the health technician.**

MEDICATIONS

No medications, prescription or over-the-counter, including asthma inhalers, can be brought to school and taken without both parent and physician signature. Medication request forms may be obtained in the Health Office and need to be updated yearly. In addition, all medications must be brought in by an adult and kept in the Health Office unless the physician states otherwise.

LOST AND FOUND

If you find or lose something, check the lost and found container located next to the student window. The lost and found will be donated to charity every few weeks. Lost books and Chromebooks are taken to the office where a consequence may be issued for non-diligence. Las Colinas is not responsible for lost items.

VISITORS

All visitors to Las Colinas must check in through the main office and sign a visitor's book upon arrival. Classroom visits must be arranged twenty four hours in advance by calling the teacher to establish a time for the visit. Visits are to be for no longer than 20 minutes (Penal Code 627.2, Education Code 44810).

PTSA NEWSLETTER

The PTSA sends home a weekly newsletter relating information to students and parents about programs and events. There are always extra copies in the office and it is posted on our school's website. Parents who are PTSA members and who have an email address on file will receive weekly communication called Parent Express.

STUDENT BODY ACTIVITIES

Throughout the year, the Student Body holds many activities for our students. These activities include, but are not limited to:

- Assemblies
- Noontime activities
- Fund-raisers
- Student store
- Special event days
- After school dances/activities

In order to attend the after school dances/activities, students must abide by the following rules: students must purchase a dance ticket at the student store during nutrition. Students must bring their ID to attend a school dance/activity. Dance/activity hours are usually 3:15 pm – 4:45 pm and students will not be allowed to enter the after 3:45 pm. Once students enter, they are not allowed to leave and then return. Please pick up students promptly at 4:45 pm. Students absent from school the day of a dance/activity will not be allowed to attend.

RENAISSANCE

The Renaissance program rewards sixth through eighth grade students who attain or improve academic standards. Renaissance students are periodically awarded with special activities and treats. GPA's will be calculated at the end of each quarter and students will be recognized shortly afterwards (except for 4th quarter). The criteria for being a Renaissance student are the following:

- Honor roll- 3.5 or above GPA
- Most Improved- Improved GPA over the previous quarter by 0.5 and higher than a 2.0.
- Citizenship- No "U"s

STUDENT OF THE MONTH

Las Colinas believes in the importance of recognizing solid character in students. The Student of the Month program celebrates strong character. Students are selected by faculty based on the character trait of the month and are treated to a recognition ceremony and are awarded incentives.

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION

7th and 8th graders can apply for membership each quarter. Membership is based on grades in core classes. Students who qualify will earn Honors status and have preferential seating at the 8th grade Promotional Ceremony.

GRADUATION/PROMOTION ACTIVITIES

A student must meet the district standard of a 1.5 cumulative grade point average to participate in the promotion ceremony. To participate in the Magic Mountain end of 8th grade field trip, students must earn a 2.0 cumulative grade point average. Students may be denied graduation participation or promotion privileges for repeated suspensions, trancies and/or discipline referrals. Students should keep in close contact with the counselor.

STUDENT IDENTIFICATION CARD/INTERNET USAGE

Students must carry a student identification card at all times. A picture identification card will be issued at orientation. The identification card is free; however, replacements will cost \$3.00. Students may only use school computers for internet access after they have submitted and signed their Acceptable Use Policy forms.

Students are expected to follow all school rules and District policies when using electronic devices on campus and in the classrooms, including but not limited to Glogsters and other classroom interactive media sites. Students who fail to comply with our Acceptable Use Policy and teacher directions will be subject to disciplinary action.

PVSD Notice of School Disruption (Insults, Abuses, Threats)

Any parent, guardian, or other person who insults, abuses, or otherwise threatens a school employee or disrupts school activities is guilty of trespassing and must leave school grounds immediately. Failure to comply with this directive will result in a police report and possible arrest for violation of Penal Code §§ 71 and 601 and Education Code § 44811.

EMERGENCY PREPARENESS

Drills are the most important safety precautions taken in school and include the following:

Evacuation Drill – Signaled by continuous ringing of short bells or a verbal directive.

- a. Know the route of exit from every room you go to during the day (routes are posted in each room).
- b. During the fire drill quickly and quietly leave the room. Go to the designated area for that room and wait, in single file, for your teacher to take roll. Absolutely NO TALKING!
- c. The teacher is to be the last person from the room. He/she should close the door and take the roll book with him/her.
- d. You may return only when the all-clear signal and verbal verification has been given.

Duck, Cover, Hold – Signaled by the emergency itself and the command to "Duck and Cover".

- a. Duck under a desk or table and with both hands hold onto the desk leg and table leg.
- b. Hang on with both hands and be prepared to move with the desk or table and keep your head and body under the top of the desk or table at all times. Try to stay on your knees when the furniture is moving.
- c. Stay away from windows and light fixtures.
- d. Follow next instructions without question. Be ready to evacuate.
- e. If you are out on school grounds, the safest place to be is in an open place. Stay away from building trees shelter, and exposed wires.

Lockdown – There will be an intercom all-call ordering an immediate lockdown.

- a. Follow your teacher's instructions.
- b. Teachers will lock windows, close blinds, and turn off lights.
- c. Move to more isolated areas of the classroom and avoid exposure to windows and doors.
- d. Get under furniture if possible.

- e. If you are outside, go to the nearest classroom.