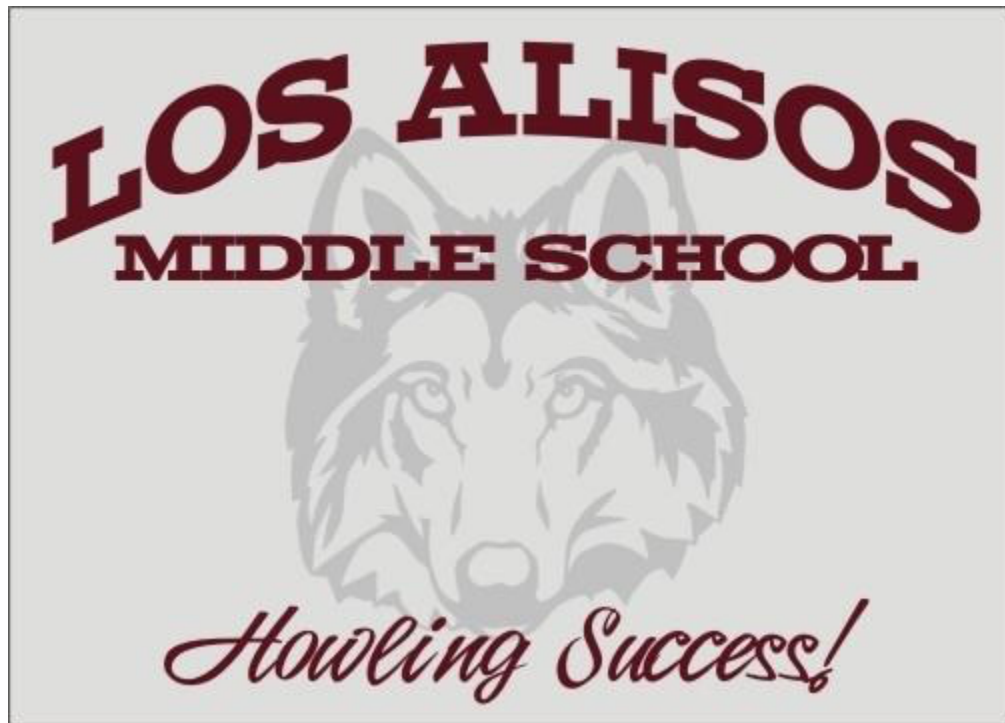


Los Alisos Middle School



Parent/Student Handbook

2020/2021

Los Alisos Middle School

Norwalk, CA 90650

562.210-3495 562.864-2967 Fax

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*A Letter to Parents and Students
from Your Principal*

August 2020

Dear Parents:

At Los Alisos Middle School, we believe that our students are entitled to learn and grow in an atmosphere of safety and mutual respect. Our staff, the Los Alisos PTSA, and our students have worked together to establish guidelines that will help students understand expectations and make positive choices. Our continuing character education initiatives, which include *Second Step, and Restorative Practice* to further educate students in these areas.

Dear Students:

As you get older you need to learn how to solve problems, make decisions and accept responsibility for your choices and actions. Through discussions and activities throughout the year that focus on character education and traits, we will help you achieve success in these areas. In this document, you will find a discussion of the 6 P's, which we have developed to help guide your choices, and a Code of Behavior which lists specific rules to help make our school run smoothly. You will also find rules about the appropriate use of technology. Make sure you read this document carefully. The rules at middle school are different from elementary school. We encourage you to discuss the Code of Behavior with your teachers and your parents. If you are unsure of how to handle a situation, ASK AN ADULT.

Please read and discuss the importance of this booklet together. Sign the attached pledge at the end of the booklet indicating your commitment to this process, and return it to your Homeroom teacher.

We believe that our relationship with students and families should be based on cooperation. We look forward to working together to create the best possible learning environment for all of our students. If we can answer any questions or you have any suggestions, please call us at (562) 210-3495.

Sincerely,

Dr. Majid Salehi
Principal

“College is not a dream. It’s a Plan.”

Los Alisos Middle School Philosophy of Discipline

The members of the Los Alisos Community want our school to be a source of pride for all those associated with it. The number one priority at Los Alisos is academic excellence. It is our goal that students who attend Los Alisos are given the skills to be college and career ready. Our mission is to provide students with a quality education in a safe, secure and nurturing learning environment. Student self-discipline is essential to that goal.

Discipline at Los Alisos is based on developing positive relationships among students, teachers, parents and administrators. LAMS has developed a process and protocol to help guide our students as they learn to be more self-directed and self-disciplined. We hope to help students achieve these goals by encouraging them to become capable, connected, contributing members of our school community.

At times, students may fail to behave responsibly and respectfully. When this happens, our staff will act to provide the support, guidance or consequences needed to encourage them to make better choices in the future.

Success is Simple. Have what you need when you need it, so you can take advantage of the learning opportunities provided here at LAMS. Being prepared includes having materials, completing assignments, and having the right attitude toward learning.

RESPECT

Students are encouraged to keep an "I can!" attitude. By believing in themselves, building on their strengths, and focusing on their accomplishments. Los Alisos students will be encouraged to develop respect for themselves and others. Students are expected to interact in a positive and respectful manner with peers and adults at all times. Students are also expected to resolve disagreements or conflicts with others in a positive and respectful manner. **Harassment, threats, Cyberbullying, bullying or teasing of any kind, both verbal and nonverbal, is a serious infringement on the rights of others to learn in a safe environment and will not be tolerated.**

*When an unresolved issue is brought to the attention of the staff, Los Alisos offers Mediation. Mediation gives students the opportunity to talk issues out and agree upon a peaceful solution.

ACADEMIC ATTITUDE

A major aspect of academic achievement is maintaining a positive attitude towards learning and the learning environment. One of LAMS highest priorities is to provide a challenging curriculum that will foster a rigorous learning environment. It is our expectation that students will maintain a positive attitude as they struggle to meet these challenges. Through this process our goal is to develop a love for learning and help students understand that knowledge is power.

CAFETERIA

LAMS expects that all students will conduct themselves in a polite and respectful manner while at lunch and at the lunch tables. **All food must remain within the red zone.**

- Leftover food items are to be put away before leaving the red zone. **No eating in hallways or in class.**
- Students should **walk** towards the lunch area.
- Line cutting is not allowed.
- Students should finish eating their entire lunch and beverage in the lunch area.
- Students should remove all trash from their lunch table or eating area.
- Just as in all other areas of the campus, **gum is not permitted.**

LOS ALISOS MIDDLE SCHOOL ACADEMIC HONESTY POLICY

LAMS believes that a sound educational program must insist upon academic honesty. We expect every student to display personal integrity and self-respect. Students should understand that learning happens at different rates for everyone. Learning is dependent upon many factors including personal commitment, engagement in the learning process, and the abilities and knowledge of teachers. Since it is impossible to include everything presented in class on an assessment, grades do not measure all that a student has learned. Grades are a good way to evaluate how well a student has learned some of the most significant material presented in each class. However, grades mean little when

HALLWAY BEHAVIOR

Students are expected to move through the halls in a respectful and polite manner. Students will:

- **Walk in the halls at all times.**
- **Keep** their hands to themselves.
- **Speak** using a pleasant tone “indoor voice.”
- **Respond** with respect when addressed by any staff member.
- **No loitering** between classes.

LANGUAGE

Students are expected to use **language that is respectful to the learning environment**. Profanity and other offensive language **are** not appropriate and will not be tolerated.

INAPPROPRIATE CONTACT

Students are expected to be polite and respectful of others at all times.

- Students will not fight, push, kick, shove, horse around, roughhouse, play fight, or wrestle.
- Students will not engage in public displays of affection such as kissing or hugging **with any other student.**
- **Pantsing (pulling down a person’s short’s/pants without permission) at any time.**

DRESS FOR SUCCESS

Los Alisos Middle School strongly believes that **proper uniform attire contributes to the success of all students by promoting safety, a sense of pride and distinction**. It is expected that ALL students at LAMS maintain a neat, clean, and appropriate appearance. A student’s dress and general appearance should not draw undue attention, nor interfere with the learning process or the discipline in the school.

To eliminate misunderstandings regarding the dress code, the following dress standards will be enforced:

- **Clothing must be of appropriate size and proportion per individual. Pants must fit and be worn at the waist. They may not be taken in, cut off, stapled, taped or have holes in them. Also, pants must not sag.**
- (No oversized shirts or jeans; no pants, skirts, or dresses that are too tight). If **wearing tights or leggings, bike shorts must be worn** If wearing a skirt or dress,

shorts, bike shorts, tights or leggings must be worn under.

- Revealing or tight clothing is not permitted. This includes low cut tops, tops with spaghetti straps, muscle shirts, or clothes that reveal midribs or exposed undergarments. This includes low cut or hip hugger pants or jeans.
- Necklines should not show cleavage.
- No clothing with holes, slits or splits in clothes.
- **Removing the sleeves on PE shirts are NOT allowed.**
- Bandanas, sunglasses, hats and **hoods are not allowed.**
- No drawing on clothing or skin with markers.
- No excessive makeup or jewelry, including face piercing (eyebrows, nose, lower lip, and/or tongue). Hoop earrings may not be more than one inch in diameter.
- No clothing with any printing of words, pictures or numbers that represent or appear to represent gangs, tagging crews, violence, vulgarities, obscenities, illegal objects or activities.
- Long shorts with knee-high socks are not to be worn.
- Shorts should be no longer than two inches below the knee.
- Skirts and shorts must extend below the fingertips when arms are at the side.
- **Professional Sport Team Jerseys and hats are not to be worn.**
- **All belts must be worn with belt loops.**

Students who violate the dress code will be subject to disciplinary consequences. Students will either be asked to wear other school-issued garments or parent/guardian will be asked to bring an appropriate change of clothes. Continued violations could result in further disciplinary action, including administrative detention and/or suspension.

DISRUPTIVE BEHAVIOR

Students are expected to contribute positively to the school learning environment. Conducting oneself in a manner that interferes with the educational rights of others and/or disturbs the orderly business of the school or classroom **will not be tolerated.**

MEDICATIONS

All medications, both prescription and over-the-counter, must be brought to school by the parent and left in the office. Misuse of any medication and/or substance is prohibited.

AFTER SCHOOL ACTIVITIES

Students are expected to use their time after school productively. Students who stay after school to participate in clubs, activities, or sports must be supervised by an adult at all times. No student loitering on campus is allowed after school hours.

The 21st Century After-School Program: The goal of the program is to focus on academic support and enrichment. Students enrolled in the after-school program are to engage in productive activities and **must follow all school rules and program expectations.** While in the after-school program, students must remain on campus at all times until they are released to a parent.

COMPUTER USE

Students are expected to use all computers including any newly developed technology being used at school. **A parental agreement must be submitted.** Students are expected to:

- Access the Internet responsibly.
- Use educational websites only.
- Conserve paper.
- Protect their privacy, including login names, passwords, and other personal information.
- Protect themselves by staying out of chat rooms on the Internet.
- Use email for educational purposes only.
- Obey copyright rules.
- Care for computer labs. Eating or drinking in the lab is strictly prohibited.

Students who violate the computer use guidelines may lose their computer privileges for a period of time, as determined by administration.

PROHIBITED ITEMS

- Matches, lighters, and other tobacco products.
- Laser pointer pens.
- Items for sale not sponsored by Los Alisos Middle School.
- Large amounts of money.
- Electronic games, yo-yo's, rubber bands, balloons, hard balls, and cameras.

RESTRICTED USE ITEMS

The following are restricted items. **They may not be visible and may not be turned on during the school day or while on campus**

- Phones/electronic music devices/personal camera/video camera.
- Gum (may not be chewed in school or on the bus).
- Collectible items such as trading cards.
- Toys and balloons.

Articles that are hazardous to the safety of others, interfere in anyway with learning and instruction, create excessive clean-up problems, or are legally forbidden must be left at home.

CELLULAR PHONES

Cell Phones may be carried for emergency purposes. **Cell phones must be turned off completely and kept in purses or backpacks. Cell phones will be confiscated if they are misused or cause disruption in the classroom/school environment. Confiscated items will be released to parents only.** Cell phones may only be used on campus during a 911 emergency. **LAMS is not responsible for lost or stolen phones.**

ILLEGAL ITEMS

The following items are illegal to have at school or at school events, on school grounds, or on buses:

- Weapons (knives, pocket knives, firearms, bombs, bullets, etc.) or "look alike" weapons (any item that looks like a weapon, including toy guns and knives).
- Alcohol, tobacco, **Vape pens** or other drugs, or "look-a-likes."
- Explosives or fireworks.

Students should report any information they have about such items to an adult staff member.

Students who withhold information about a dangerous situation become part of the problem and may face severe consequences.

ATTENDANCE

Students are expected to attend school regularly and to arrive to school and to class on time.

- Any absence from the school, school grounds, or class without permission will be considered a truancy.
- **Students who are absent from school for legitimate reasons, for example illness or a doctor's appointment, must have a parent call the school (562-868-0865) and bring a note to the office the next day explaining their absence. (See NLMUSD guidelines.)**
- Students who arrive after the tardy bell rings at 8:35 a.m. are considered tardy.
- Any student who arrives to any of their classes after the late bell rings is considered tardy.
- **Arrival to class more than 10 minutes late without a legitimate pass is considered a class cut. Students will be assigned a disciplinary consequence.**

- Parents who want to check-out students during the school day must go to the school office. Once notified, arrangements to release the student to the parent will be made.
- All parents picking up students early must sign the release form confirming the part day absence. For the protection of the students, LAMS will only release a student to those specified on the students' emergency card. **No Exceptions.**
- **Every tardy, including during the school day, will be assigned an after-school detention.** Detentions will be held daily.
 - 1st Tardy = 15 minutes
 - 2nd Tardy = 30 minutes
 - Unserved or excessive tardies will result in additional consequences.

PREPARATION FOR SCHOOL AND CLASS

Students are expected to arrive at school each day with the materials they will need to be productive that day. This includes pen/pencils, charged iPads, notebooks, paper, physical education uniforms, homework, parent signatures, etc.

Student Choices

At times, some students may fail to behave responsibly. When this happens, staff will act to provide the support, guidance or consequences needed to encourage them to make better choices in the future

DETENTION

Students assigned to detention are expected to report on time and to behave in a **responsible and respectful manner**. They are not permitted to participate in any sports or after school activities until 3:30pm.

Physical Education Program Goals

We want our students to be happy and healthy lifetime learners. We want to establish a friendly learning environment in which **ALL** students can develop physical, cognitive, and social skills. We want our students to be engaged in all activities to the best of their abilities. We want all of our students to strive to meet all curriculum requirements.

Program Objectives (based on the California Physical Education Standards)

1. Encourage “**active**” participation in a variety of physical activities, which include team and individual sports, fitness, recreation, and games.

2. Provide students with opportunities to learn **health and skill-related fitness** concepts while participating in enjoyable activities that enhance healthy fitness levels.
3. Develop competence in basic fundamental physical skills that help allow students to explore a variety of activities with knowledge and confidence.
4. Promote the social concepts of teamwork, etiquette, sportsmanship, and an understanding and respect for differences among people in physical activity settings.
5. Fitness assessment are ongoing throughout the year and then tested during the 2nd semester based on the California **FITNESSGRAM** test. **ALL** 7th grade student fitness results will be submitted to the state of California.

Student Expectations

1. Reporting to and Leaving Class:

- 6th, 7th and 8th grade students should enter and exit the locker room through the appropriate entrance and promptly dress out.
- After they are dressed properly for class, they are to report to their roll call area and wait for instructions from their teacher.
- Any student not in his/her assigned spot will be considered tardy.
- At the completion of class, all students will exit the locker rooms and report to the basketball courts and **WAIT** to be dismissed by a PE Teacher.

2. Dressing Out:

- All students are required to dress out for participation in P.E. daily!
- The PE uniform consist of maroon shorts, grey shirt and tennis shoes.
- The required PE uniform can be purchased through girls PE, during each PE period.

Uniform Cost:

Shirt=\$6.00
Shorts=\$8.00
Lock= \$6.00
Sweatshirt/Sweatpants (optional)=\$15.00 each

3. Cell Phones:

Do not bring/store inappropriate items in the locker rooms (i.e. Cell phones, iPads, Air Pods, etc.). The P.E. Department will not be held responsible

for your child's negligence. **The Locker room is a Zero Tolerance area for cell phones!**

4. **No Aerosol sprays or lotion allowed in the locker room.**
5. **Non-suit policy: After three non-suits student will receive a detention.**

Modified and/or Excused Participation:

Students who are sick and/or injured may have their activities **MODIFIED** or may need to be **EXCUSED** from class. **MODIFIED**- minor injury or illness but is still able to participate in some activities with precautions. For example, a student with a sprained finger might not be able to throw or catch, but could participate in jogging, walking or student referee. A student returning to school from the flu might not be at full strength, but could modify the intensity in which he/she might participate. **EXCUSED**- no participation allowed at all. This student should be withheld from P.E. until cleared by a parents/doctor's note. **In either case a note from home or a note from a doctor must be provided. Parent notes are valid up to 3 school days. Doctor notes are needed for anything longer. If no note is provided, regular participation is expected. Unless you are physically unable, you will be required to dress in the PE uniform regardless of your level of participation.**

After-school Administrative Detention:

Students will:

- Report to detention by 3:05pm and remain until 3:30 p.m. in room 55.
- Complete *Restorative* letter to parents. After completing letter, students may work on any academic work they wish as long as they remain silent. Students will not be allowed to engage in conversation with other students while in detention.

SATURDAY SCHOOL ALTERNATIVE PROGRAM

Saturday School may be used as a disciplinary consequence. This will be used as a consequence for serious and/or chronic offenses. **Failure to appear for the assigned Saturday detention may result in out of school suspension.**

The Saturday School Alternative Program hours are from 7:00 am to 12:00 pm. This program will be operated by LAMS staff members at all times. The staff members will assist the student with

developing strategies to help improve their behaviors and decision-making skills. Students will also complete work assigned by their teachers. Students should bring their iPads and all school materials (homework / assignments) with them. **Dress code will be strictly enforced.**

Saturday School also provides an opportunity for students to clear absences and/or tardies outside of discipline offenses.

Programs, Incentives, and Recognition PROGRAMS

Math, Science, and Technology Magnet

The Magnet program opens the door of opportunity and sparks the imagination of students, preparing them for college and beyond and become responsible citizens in a global society. The focus of Los Alisos Math, Science and Technology Magnet Program is STEM (science, technology, engineering and math). Students will receive accelerated math courses, extensive hands-on projects, robotics, design and programming, science labs and computer applications. . Students will participate in various robotics competitions, science fairs, and study strips. Students from the Magnet will be well prepared for any high school program. They have priority for admission to Norwalk High School's Engineering Pathway.

AVID

AVID is a program that has become an institution here at Los Alisos. AVID Exploratory courses are offered at all three grade levels, which helps students prepare for a rigorous program in high school and prepare them for college. The AVID program is responsible for helping Los Alisos become an excellent academic institution.

Dual Language Immersion

Students are provided the opportunity to enroll in classes that will allow them to experience the academic content in two different languages, currently Spanish and English.

Project Lead the Way (PLTW)

PLTW is the curriculum LAMS uses to deliver Science Technology Engineering Math (STEM) instruction, which creates engaging hands-on environments that encourages students to be global thinkers.

AWARDS AND INCENTIVES

Students are rewarded at Los Alisos for positive and respectful behavior, outstanding work, and academic excellence. In addition to a variety of individual classroom rewards and recognition, every semester students are rewarded with Principal's Honor Roll, Honor Roll, Academic Achievement Award, Outstanding Achievement, Perfect Attendance, Citizenship, Physical Education and Band recognition certificates.

CERTIFICATES are given at the end of each semester for:

PERFECT ATTENDANCE: A student with Perfect Attendance in a semester, the whole year and for Perfect Attendance all three years of middle school.

PRINCIPAL'S HONOR ROLL: A grade point average of 3.8 - 4.0 with no unsatisfactory or D grades.

HONOR ROLL: A grade point average of 3.79-3.5 with no unsatisfactory marks or D grades.

ACADEMIC ACHIEVEMENT: A grade point average of 3.49 – 3.0.

OUTSTANDING ACHIEVEMENT: A student who shows knowledge of subject measured by assessments, participation, and teacher observation.

PERFECT ATTENDANCE FOR THE SEMESTER: Students who have no absences, no tardies, or checkouts during the school day and was enrolled during the entire semester or year.

OUTSTANDING CITIZENSHIP: A student who is respectful, shows pride, helpful, follows directions, polite and respects to classmates and authority.

MOST IMPROVED: A student who has shown significant progress in academic achievement and/or behavior.

PHYSICAL EDUCATION: Teachers will nominate 1 outstanding girl and 1 outstanding boy for each grading period.

BAND: Teachers will nominate 1 outstanding girl and 1 outstanding boy for each grading period.

Criteria for Eighth Grade Promotion Ceremony

At LAMS we believe that participation in the 8th grade Promotion Ceremony is an earned privilege, not a right. Therefore, students must earn the following:

Grades 2.0 Cumulative GPA / "C" average (for the 8th Grade year only)

Course Failures No more than 1 "F" in the same area / class during all 2 semesters

Citizenship No more than 1 "U" semester

Suspensions No more than 3 out-of-school suspensions

Attendance No more than "10" period tardies; No more than "5" unexcused absences (truancy or parent violation), which includes partial day unexcused absences.

Students must pay all **outstanding fees and fines** at least **3 days prior** to the Promotion event.

Appeal Process for Promotion

If a student is ineligible for the Promotion activity, an appeal process will be in place. All appeals will be made to a committee that will be comprised of the Principal of the school, an Assistant Principal, Counselor, and the Executive Director of K-12 Education.

All decisions from the appeal panel will be final.

Appeal Process:

1. All appeals must be submitted, in writing, to the student's site administrator, no later than 10 days before the promotion ceremony. Any appeals submitted after this date will be considered on a case by case basis. All requirements will be in effect until the last day of school.
2. The appeal letter must clearly state all circumstances/ reasons specific to the reasons for ineligibility to participate in the event.
3. All written appeals will be reviewed by the appeal panel.

After the written appeal has been reviewed, a response will be forwarded to the student in writing; no verbal responses will be delivered during the appeal process.

Eighth Grade Activities

To participate in the eighth grade activities, Awards Assembly, and dance, students must meet the following requirements: a minimum of a 2.0 cumulative grade point average for the year, satisfactory behavior, no unsatisfactory conduct marks for the second semester Progress and meet all financial obligations.

Extra Activities

Activities that take place outside of the regular classroom, classified as extra-curricular activities include the sports program, cheerleaders, and after-school clubs.

The Sports Program consists of three Middle School Sports Tournaments that include: flag football, volleyball, basketball, softball, soccer, and track. **Students must meet eligibility criteria to participate, 2.0 GPA.** Los Alisos competes against other middle schools in the district. We also have intramural competitions after school. **Students are also subject to losing activities/privileges if they receive a “U” grade on a Progress Report or Report Card or a discipline referral to the office.**

Leadership Camp

A **leadership camp** is a program designed to harness the knowledge and skills of participants on responsible leadership. It is composed of a series of workshops that will develop the students' critical thinking, problem-solving and communication skills while focusing on collaborative teamwork, leadership, empathy and diversity. The camp experience gives kids the opportunity to make new friends and discover new interests, to help them grow into responsible and caring individuals. Students **must be nominated** by a teacher/staff member to be able to spend the three days at Leadership Camp, which is located at **Camp Oaks, in Big Bear**. There is a cost for the experience, but the school will sponsor sufficient fund-raising activities to help students raise some or all of the needed money.

W.E.B. (Where Everybody Belongs)

- WEB is designed to introduce 6th graders to middle school and give them a sense of belonging and community. Students take part in practicing life skills, academic strategies, communication, and peer interactions.
- 8th Grade WEB Leaders serve as role models and mentors to incoming 6th graders, providing them with yearlong support to help break down the walls separating grade level from grade level and student group from student group.
- WEB is an evidence-based, 6th grade transition program, designed to integrate them into the middle school environment. 6th Grade students will participate in Academic Lessons and Social Follow-Ups throughout the school year.

Catalina Marine Institute Camp

Seventh graders will have the opportunity to spend three days at the Catalina Island Marine Institute on a first come first serve basis. *Students need to*

apply and have a teacher recommendation. There is a cost for the experience, but the school will sponsor sufficient fund-raising activities to help students raise some or all of the needed money.

American Heritage Club

Eighth graders have an opportunity to learn and visit American historical sites in Philadelphia, Boston and Washington D.C. This is not a school sponsored trip it is a great opportunity for students. There is a cost for the experience, but there will be sufficient fund-raising activities to help students raise all the money needed for the trip.

Study Trips

During the school year many classes may have the opportunity to participate in one or more field trips. Each student must have a *written permission slip* signed by parent or guardian before they will be allowed participate in the field trip experience. Students who do not return their permission slips will not be allowed to participate. No exceptions.

Additional Information

Bicycles/Skateboards

Students may ride their bicycles/skateboards to school. A secure location is provided by LAMS, but students must provide their own locks. Students are expected to follow safety procedures and obey all traffic laws. **This includes wearing a helmet and not riding on the sidewalk.**

Identification Cards

Students are asked to carry their identification (I.D.) cards with them at all times. They are needed at the lunch line and at dances. Temporary identification cards will be issued the first week of school. They will be replaced one month after picture day. There is a \$3.00 cost to issue a new replacement I.D. card.

School Property

Any student who willfully cut, deface, or otherwise damage any property, school or personal, belonging will be held responsible for all damages and may be cited and held liable. Textbooks are loaned to students without charge, but if the books are lost, stolen, or damaged, the student will be held responsible for replacement/repair cost to each item.

Students, who owe money for fundraisers, lost/stolen books, pictures, etc., will become ineligible for extra-curricular activities including dances, field trips, clubs, and sports. Other consequences may also apply.

LOS ALISOS MIDDLE SCHOOL

Student Name (Printed): _____

Student Signature: _____

HR Teacher Name: _____ **Room #** _____

Grade: _____

Code of Behavior Parent/Student Agreement

My child and I have read and discussed the Code of Behavior. We understand that each student at Los Alisos, including my child, will agree to abide by the Code.

STUDENT PLEDGE

I pledge to take responsibility for my actions at Los Alisos Middle School. I understand that, by following the guidelines contained in the Code of Behavior, I will enjoy all the privileges of a student at Los Alisos Middle School and will help to create a safe learning environment for all.

Student Signature _____

Date: _____

Parent Signature _____

Date: _____

Please return this sheet to your Homeroom teacher.