

# LAS COLINAS MUSTANGS



## Student Handbook 2024-2025

Ms. Kelly Pomerantz..... Principal

Ms. Kayce Betzel.....Assistant Principal

Ms. Analise Griffith.....Assistant Principal

Mr. Jeff Kline..... Counselor

Ms. Kelley Parrow.....Counselor

Mrs. Marilou Shakouri.....Counselor

*Vision:*  
**Excellence for all**

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

Las Colinas Middle School  
5750 Fieldcrest Drive  
Camarillo, CA 93012  
Telephone: (805) 383-5320 Fax: (805) 482-2443  
<https://www.pleasantvalleysd.org/Page/15>



Instagram: @LCSMustangs



Facebook: Las Colinas Middle School



Twitter: @LCSMustangs

### COVID-19 DISCLAIMER

Due to the COVID-19 pandemic, Las Colinas Middle School along with the entire Pleasant Valley School District will follow all local and state guidelines pertaining to the COVID-19 pandemic. As the information regarding COVID-19 is constantly changing, please be advised that all major updates will be communicated via multiple platforms, including email, posted on the PVSD and Las Colinas Websites, and communicated via phone calls. School or class specific changes will also be communicated via the principal or classroom teachers.

**Las Colinas Middle School**

**Regular Bell Schedule- Dismissal 3:05**

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

**Every Thursday Early Dismissal- Dismissal 2:05**

**Back to School Night, Spring Open House**

<b>Period</b>	<b>Grade 6</b>	<b>Grades 7/8</b>	<b>Length in Minutes</b>
1	8:30-9:19	8:30-9:19	49
2	9:23-10:06	9:23-10:06	43
<b>Nutrition</b>	<b>10:06-10:21</b>	<b>10:06-10:21</b>	<b>15</b>
3	10:25-11:08	10:25-11:08	43
<b>Lunch A</b>	<b>11:08-11:43</b>		<b>35</b>
4	11:47-12:30	11:12-11:55	43
<b>Lunch B</b>		<b>11:55-12:30</b>	<b>35</b>
5	12:34-1:17	12:34-1:17	43
6	1:21-2:05	1:21-2:05	44

**Noon Dismissal- Dismissal 12:05**

**May 28 Open House Prep for Teachers, June 13 Last day of School**

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

# Pleasant Valley School District: 2024-25 School District Calendar

JULY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**July**  
4 July 4<sup>th</sup> Observed

**Jan.**  
1 New Year's Day  
12/23-1/3 Winter Break  
6 Staff Development  
20 Martin Luther King Jr. Day  
29 TK-5 Min. Day  
19/23 Days – Staff, 18 Students

JANUARY '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Aug.**  
16 Teacher Prep Day  
19 & 20 Staff Development  
21 First Day of School

11/22 Days – Staff  
8 Students

**Feb.**  
17-21 President's Week

15/21 Days – Staff  
15 Students

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**Sept.**  
2 Labor Day  
18 TK-5 Min. Day

20/21 Days – Staff  
20 Students

**Mar.**  
3-5 TK – 5 Spring Conferences  
14 End of T2  
17 Staff Development  
26 TK-5 Min. Day

21/21 Days – Staff  
20 Students

MARCH '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Oct.**  
11 Yom Kippur  
14-18 TK – 5 Conferences  
21-22 4-8 Conferences  
25 End of Q1

22/23 Days – Staff  
22 Students

**Apr.**  
4 End of Q3  
14-18 Spring Break  
30 TK-5 Min. Day

17/22 Days – Staff  
17 Students

APRIL '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOVEMBER '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Nov.**  
1 Staff Development  
11 Veterans Day  
15 End of Tri 1  
20 TK-5 Min. Day  
25-29 Thanksgiving Break

15/21 Days – Staff  
14 Students

**May**  
12-23 CAASPP Testing  
23 Minimum Day  
26 Memorial Day

21/22 Days – Staff  
21 Students

MAY '25						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Dec.**  
12/23-1/3 Winter Break

15/22 Days – Staff  
15 Students

**June**  
4 TK-5 Min. Day  
13 Last Day of School- Minimum Day  
13 End of T3/Q4  
20 Juneteenth (observed)

10/21 Days – Staff  
10 Students

JUNE '25						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**School Not In Session**

**Teacher Workday**

**Staff Development**

**First & Last Day of School**

Quarters

#

1<sup>st</sup> Quarter

46

2<sup>nd</sup> Quarter

46

3<sup>rd</sup> Quarter

44

4<sup>th</sup> Quarter

44

Trimesters

#

1<sup>st</sup> Trimester

59

2<sup>nd</sup> Trimester

63

3<sup>rd</sup> Trimester

58

Early Dismissal 1:25

Back to School Night

Open House

March 3<sup>rd</sup> – 5<sup>th</sup> (TK-5)

Minimum Days 12:00

Oct. 14<sup>th</sup> – 18<sup>th</sup> – TK – 5<sup>th</sup> grades

Oct. 21 & 22<sup>nd</sup> – 4<sup>th</sup> – 8<sup>th</sup> grades

May 23<sup>rd</sup> – all students

June 13<sup>th</sup> – all students

TK-5: 9/18, 11/20, 1/29, 3/26, 4/30, 6/4

Board app: 4-30-24

### SCHOOL HOURS

- Students should arrive at school no earlier than 8:00 am.
- Students are to come directly to school in the morning and leave immediately after school.
- Students should not congregate in the park before or after school.
- First bell rings promptly at 8:25 am. (Tardy Bell: 8:30)
- 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 7:30 am and 4:00 pm. Teachers may be reached between the hours 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 voicemail message at (805) 383-5320
- Write a note and send it with your child
- Email your child's teacher(s)

### TEACHERS/STAFF CONTACT EMAIL

Email addresses are the first name initial and the last name followed by @pleasantvalleysd.org  
Example: Jane Smith: jsmith@pleasantvalleysd.org

### Q PARENT CONNECT

Parents are encouraged to utilize Parent Connect, an Internet-based tool that allows them access into their student's grades, attendance, lunch account and assignments. Every parent can retrieve their login credentials with their registered email. If you have any questions please contact our office.

### SCHOOL ATTENDANCE ABSENCES

Research has proven that students who are late or miss school find it more difficult to be successful. Compulsory education is also the law. You can keep track of your child's absences and tardiness on Parent Connect or on the progress reports and report cards. Any student not in attendance during the school day may not participate in any after school program scheduled for that day. 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 or check in with the school's health tech/nurse. **Once the 11-day mark is reached for parent call-ins 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). Please reference PVSD Board Policy Regulation 5113: Absences And Excuses for a list of excused absences. Please note, family trips or vacations are NOT EXCUSED absences.

**ADMIT SLIP-** Students must 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.

Parents are to call the Attendance Hotline at (805) 383-5320 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. If you have attendance questions, contact Mrs. Meddleton at (805) 383-5320.

## **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 are 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.

## **VISITORS**

All visitors to Las Colinas must check in through the main office and sign in through RAPTOR upon arrival. We encourage all to make an appointment with the person they wish to see in order to make sure they are available and able to meet. Please note that during the school day, students' needs are our top priority and may result in staff not being readily available.

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).

## **STUDENT BEHAVIOR & STUDENT EXPECTATIONS**

At Las Colinas the school wide expectations are: Be Respectful, Be Responsible, & Be Safe.

At Las Colinas, we utilize community building and restorative practices to work with our students on positive relationships, communication, and behavior. 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 must keep their hands, feet, and all objects to themselves at all times.** No hitting, shoving, running, or horseplay. No “table-topping”, “body blows” “necking” “nutting” or “punch lines.”
- No public displays of affection, including but not limited to hand holding, hugging and kissing.
- Show respect for all students and staff.
- Arrive on time for school.
- Follow all school rules and regulations.
- Follow directions the first time they are given.
- Refrain from the use of profane and vulgar language.
- Refrain from making a mess and pick up trash when directed.
- Refrain from eating in the classroom.
- Refrain from gum chewing.
- Carry I.D. card at all times.

## **LAS COLINAS BEHAVIOR MANAGEMENT PLAN**

When a student does break a rule, we work with them to repair the damage through restorative practices. We utilize CHAMPS in classrooms and a School Wide Positive and Progressive Behavior Intervention and Supports. Pursuant to all State laws and Pleasant Valley School District Policies and Procedures, the following steps are taken to enforce necessary regulations (the following listing of actions does not imply or require that a step-by-step progression of increasing severity be used by the school in dealing with an incident/violation. In most cases, disciplinary action is dependent upon the situation and the previous behavior record of the student according to the School Wide Positive and Progressive Behavior Intervention and Supports).

**\*\*\*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, but not limited to:

1. Teacher warning
2. Individual teacher consequences
3. Teacher/parent phone call
4. Referral to administration office (detention assigned)
5. 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 disciplinary action. **This is not an all-inclusive list.**

- Disruption of school or class activities and defiance which includes:
  - Willful disobedience
  - Defiance of authority
  - Disruptive behavior
  - Violation of the dress code
  - Profanity
  - Leaving class or campus without permission
- Aggressive physical conduct such as pushing, hitting, spitting, fighting, etc.
- Bullying or harassing another student (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.
- Hate violence including racial slurs, comments, or name calling.
- The selling or purchasing of items such as, **but not limited to**, food, candy, chips, drinks, etc.

## **AFTER SCHOOL DETENTIONS**

Teachers have the legal right to hold students after school.

- Students may be detained for up to one hour for disciplinary reasons at the maximum close of the school day OR until the bus the student is assigned to leaves.
- Parents must be notified prior to the student being detained.
- Students must be supervised by a certificated employee while detained.
- School policy states that additional detentions will be scheduled 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.

## **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, the Internet or another student.
- 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.

### **Consequences of Academic Dishonesty:**

- 1st Offense: No credit for the assignment or test and no opportunity to make-up. Parents will be notified.
- 2nd Offense: No credit for the assignment or test and no opportunity to make-up. Parents will be notified. Detention or similar consequence assigned.
- 3rd Offense: No credit for the assignment or test and no opportunity to make-up. Parents will be notified. Suspension or similar alternative consequence assigned.

## **DRESS FOR SUCCESS**

Per PVSD Board Policy 5132, the Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

All Mustangs must dress appropriately for the academic environment of the school. Parents and students share responsibility with the school to make sure a student's dress does not affect the learning environment by causing substantial disruption and/or an intimidating, unsafe 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.

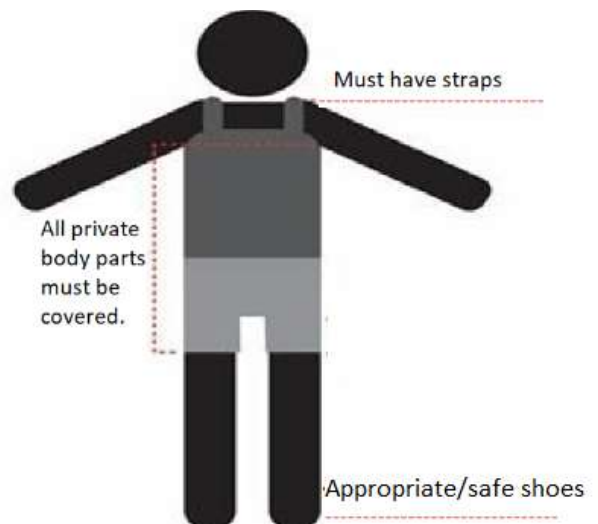
## **DRESS CODE POLICIES**

- Clothing must be safe and not interfere with the student's ability to perform assigned class activities or pose a health or safety hazard.
- Clothing must not depict weapons, violence or gore, reference drugs or alcohol, nor contain sexually suggestive language, rude comments, double meanings, or derogatory language directed at a particular gender, race, ethnic group or religion.
- Clothing should cover private body parts at all times, this includes the belly.
- Appropriate/safe shoes must be worn (closed-toed, strap on heel.) Closed-toed shoes must be worn during Physical Education class.
- Hats and hoods may be worn outside.
- Wallet chains, spiked jewelry/belts and/or objects that the school administration deems as potentially dangerous are prohibited.

The administration reserves the right to deem certain items as unsafe and/or disruptive even if not delineated in this notice.

## **Consequences of Dress Code Violation:**

- 1st violation – Warning and change of clothes
- 2nd violation – Parent Contact, change of clothes
- 3rd violation – Detention





## **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 nothing wrong with reporting incidents and it is the right thing to do. 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.

## **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. We work with the Ventura County Sheriff's Department 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.**

## **BULLYING (Ed. Code 48900.4)**

The definition of bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code 48900.

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, SnapChat, Facebook, etc.), 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 5145.7)**

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 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.

## **TITLE IX**

Complaints may be filed through the district staff, the State Department of Education, and/or the Office of Civil Rights. A Title IX complaint may be used to address any complaint governed by Title IX and the Education Amendments of 1972 alleging that a student was subjected to sexual harassment following the guidelines within the policy (PVSD Board Policy 5145.71).

## **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. Glass containers
3. Radios, iPods, iPads, cameras, handheld games, portable speakers, etc. are prohibited.
4. Permanent markers (including Sharpie)
5. Laser pointers
6. Aerosol sprays
7. Items construed as "toys".
8. Any printed materials that are of a pornographic nature, hate material or terrorist materials.
9. Scooters, bikes, & skateboards should not be rode on campus, and stored in the bike gate at the front of the school during the day.
10. Athletic equipment such as baseballs/bats, footballs, etc that Admin deem as a safety concern.

## **CELL PHONES & OTHER ELECTRONIC DEVICES**

Students may possess cellular telephones provided the rules are followed and devices do not disrupt the educational program or school activity. **Las Colinas requires that students keep cell phones and other electronic devices turned off and out of sight during instructional times.** This will minimize the disruption they cause but make them available in an emergency. Students are allowed to access phones during non-instructional times such as before school, nutrition, and lunch. Students are allowed to come to the office and use their cell phones to call parents if needed. Please be aware that student messaging 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 and messaging apps are not. The Las Colinas administration recommends that students not have access to messaging apps during school hours. Most phone companies can assist families setting parental controls that prohibit use during school hours

Inappropriate cell phone use includes, **but is not limited to**, taking pictures of themselves or others, taking video recordings of themselves or others, taking audio recordings of themselves or others, AirDropping photos or videos, posting photos or videos to social media, etc.

**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 and stored in the office.**

### **Consequences of Electronic Violation:**

- 1st violation - Confiscated by the teacher or staff member, logged by the teacher in the discipline record, parent/guardian contact by the teacher; cell phone released to the student at the end of the period/activity.
- 2nd violation - Confiscated and stored in the office, violation logged in discipline record (Q) by Administration/Office Staff, parent/guardian cOntact by Administration/Office Staff; student issued lunch detention, cell phone released to the student after school.
- 3rd violation - Confiscated and stored in the office, violation logged in discipline record (Q) by Administration/Office Staff, phone call home by Administration/Office Staff; student issued after school detention, cell phone released to parent after school.
- 4th violation - Confiscated and stored in the office, violation logged in discipline record (Q) by Administration/Office Staff, phone call home by Administration; student issued after school detention, cell phone released to parent after school, and **-parent conference with Administration.**

Student: \_\_\_\_\_

Grade: \_\_\_\_\_



## Las Colinas Middle School Cell Phone & Device Contract

Name: \_\_\_\_\_

Once a student reaches the 5th step for violating the Las Colinas Cell Phone & Device Policy (see back), the administration may implement the following Cell Phone & Device Contract.

**In order to ensure the safety of myself and others as a student at LCMS, I will:**

- Leave my phone/device at home or check it in the office at the beginning of the day and check it out at the end of the day.
- Not use any other student's cell phone/device while on campus.

**I understand that if I break this agreement, consequences may include detention and Saturday Academy.** Further, I understand that if it is determined/proven that I used any cell phone or device to bully, harass, threaten, or incite violence, I may be issued consequences, including suspension or expulsion.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of school official \_\_\_\_\_ Date \_\_\_\_\_

Signature of School Resource Officer \_\_\_\_\_ Date \_\_\_\_\_

**This contract is valid through: (date)** \_\_\_\_\_

*Student & Parent get a copy, Copy for Student file.*

## **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 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 or scan the QR Codes located around campus to schedule.

The counselor meets with students individually and in groups. 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. 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 only for acceptable reasons.

### **Program changes will occur 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

### **Program changes will not occur 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

## **PROGRESS REPORTS & QUARTER GRADES**

**Students receive end of quarter grades as well as mid quarter progress reports. These can be accessed through Q Parent Connect.** Student's progress reports are given out five weeks into each quarter to inform parents of any difficulties a student may be experiencing so parents are aware of their child's grades before the official quarter grades are issued at the end of each quarter.

In addition to letter grades for each class, students also receive a citizenship mark in each class. The following is the citizenship rubric used to evaluate student citizenship.

### **A SATISFACTORY (S) citizen is 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

### **An OUTSTANDING (O) citizen is consistently:**

- Doing all of the above
- Demonstrating a positive attitude
- Helpful to teachers and peers
- Is a good example for others
- Goes above and beyond expectations

Students falling below these criteria can expect to receive a “**Needs to Improve**” (N) or “**Unsatisfactory**” (U) citizenship grade mark.

### **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:

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.
2. 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.**
3. The following are examples of **unexcused reasons** for being tardy to school:
  - a. Oversleeping
  - b. Waiting for a friend
  - c. Car trouble (no written note)
  - d. Missed ride to school
  - e. 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.

### **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.

Teachers update homework and classroom assignments on a regular basis. 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.

### **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 email the teachers or call the office at (805) 383-5320 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 predetermined due date are due upon student return to campus.

### **HALL PASSES**

Students should have a pass for any business that requires them being out of class during instructional times. During lunch, students will only be allowed outside of the lunch area with a valid pass.

### **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. Pupils and/or parents (guardians) are required to reimburse the District for replacement value of lost or damaged textbooks and other 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 CHROMEBOOKS**

Students are expected to properly use Las Colinas' 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.

### **INTERNET USAGE**

Students are expected to follow all school rules and District policies when using electronic devices on campus and in the classrooms, including all classroom interactive media sites. Students who fail to comply with our Acceptable Use Policy and teacher directions will be subject to disciplinary action.

### **STUDENT IDENTIFICATION CARD**

Students must carry a student identification card at all times. A picture identification card will be issued (at no cost) during orientation. Replacements will be available. Students may only use school Chromebooks to access their identification ID number (after they have submitted and signed their Acceptable Use Policy forms).

### **LOCKERS**

Each student has the option of a locker in which to keep his/her school supplies, books, and lunch and valuables. 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 year.

## **PHYSICAL EDUCATION POLICIES AND PROCEDURES**

### **PE UNIFORMS**

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

### **PE LOCKS**

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 off. Make sure your lock is locked before leaving. **Do not give your combination to others and keep your locker locked!**

### **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.

### **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.

The office is not staffed sufficiently to ensure that students receive the lunches brought to them by their parents. Lunch should be dropped off at least twenty minutes before lunch begins. **Therefore, if you must deliver a lunch (emergency or special occasion) be sure that your child knows it will be coming and that he/she should come to the office to get it without being called.** 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.

### **STUDENT BODY ACTIVITIES**

Throughout the year, the Student Body holds many activities for our students. If attending an after school activity, students must purchase a ticket at the student window (when needed), students must bring their ID to enter, and once a student has entered, they are not allowed to leave and then return. Please pick up students promptly at the conclusion of the event. Students absent from school the day of an activity will not be allowed to attend. Some examples of activities include, but are not limited to:

- Assemblies
- Noontime activities/clubs
- Fund-raisers
- Special event days
- After school activities/sports
- After school dances
- After school WEB events



## **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 will be calculated at the end of each quarter and students will be recognized shortly afterwards (except for 4<sup>th</sup> 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**

Founded in 1967, the California Junior Scholarship Federation (CJSF) is a state-wide organization of over 600 chapters. The purpose of CJSF is to foster high standards of scholarship, service, and citizenship on the part of the students of California's public and private junior high and middle schools.

### **Academic and Citizenship Eligibility Requirements**

- Grades of "A" and "B" count toward CJSF points earned in the student's four core classes. Accelerated and Honors classes receive an extra point.
- Final grades of "D" or "F" and/or a total of 2 marks of "N" or 1 "U" in citizenship throughout the student's 7th and 8th grade years in ANY class disqualify the student from membership in CJSF (progress reports do NOT count).
- Proof of grades for each quarter must be attached to each application and turned in by the deadline.
- Students must apply each quarter to remain current.

### **Community Service Eligibility Requirements**

- Students must perform a minimum of 10 service hours per year.
- A minimum of 5 service hours must be completed for the community.
- No more than 5 service hours can be completed for family members.
- All service hours must be volunteer work; an academic grade or money cannot be received for this service.

There will be a lunch time meeting for students during 1st quarter that will cover the details of the application process and the strict deadlines mandated by CJSF bylaws for each submission.

To be an Honor Member, a student must be a member for all 4 quarters of 7th grade and the first 3 quarters of 8th grade. In addition to the pride and recognition of being part of this prestigious organization, students will receive preferential seating at graduation, a special pin to wear at graduation, and a celebratory luncheon at the end of their 8th grade year.

## **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 attend the Magic Mountain 8<sup>th</sup> grade field trip, students must earn a 2.0 cumulative grade point average. Students may also be denied Magic Mountain for repeated suspensions, truancies and/or discipline referrals. Students should keep in close contact with the counselor to ensure they are meeting the minimum criteria outlined in the PVSD 8th grade contract.

### **PVSD NOTICE OF SCHOOL DISRUPTIONS (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 PREPAREDNESS**

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
- b. Quickly and quietly leave the room.
- c. Go to the designated area for that room and wait, in single file, for your teacher to take roll.
- d. The teacher is to be the last person to leave the room. He/she should close the door and take the attendance roster with him/her.
- e. 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 instructions without question. Be ready to evacuate.

**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. If you are outside, go to the nearest classroom immediately.

## **WHERE TO GO FOR HELP**

**If you are sick or not feeling well:** Get a note from your teacher and report to the Health Office. Do not text your parents to tell them to pick you up. This is a violation of the district's cell phone policy. If you need to go home, the Health Tech will call your parents or give you permission to use your cell phone.

**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. You may only request to see the counselor during class for an urgent situation.

**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 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 an anonymous bullying report on the school website by clicking the "We Tip" icon on the Las Colinas Home Page or go to: <https://mobile.catapultems.com/pleasant-valley-esd/Sites>.