

CEDARLANE ACADEMY K-8

Hacienda La Puente Unified School District

Student-Parent Handbook 2026-2027



This T-Bird Student Handbook belongs to:

Name: _____ **Grade:** _____



Cedarlane Academy TK-8

16333 Cedarlane Dr., Hacienda Heights, CA 91745

Tel: (626) 933-8001 Fax (626) 855-3819

School year: 2026-2027

TK-12 HLPUSD Six Week Calendar

2026-27	First Week	Second Week	Third Week	Fourth Week	Fifth Week	Sixth Week	K-8 Days Taught	9-12 Days Taught	Holidays and Recess	K-8 Recess	9-12 Recess
	Mon Tue Wed Thur Fri	Mon Tue Wed Thur Fri	Mon Tue Wed Thur Fri	Mon Tue Wed Thur Fri	Mon Tue Wed Thur Fri	Mon Tue Wed Thur Fri					
Aug. 3 - Sep. 11	PD PD START Aug. 3 4 5 6 7	10 11 12 13 14	17 18 19 20 21	24 25 26 27 28	31 1 2 3 4	HOLIDAY 7 8 9 10 11	27	27	1	0	0
Sep. 14 - Oct. 23	14 15 16 17 18	TK-8 Parent Conf. 21 22 23 24 25	Oct. 28 29 30 1 2	5 6 7 8 9	12 13 14 15 16	19 20 21 22 23	29	30	0	1	0
Oct. 26 - Dec. 4	26 27 28 29 30	Nov. 2 3 4 5 6	HOLIDAY 9 10 11 12 13	16 17 18 19 20	Fall Recess 23 24 25 26 27	Dec. 30 1 2 3 4	24	24	6	0	0
Dec. 7 - Jan. 1	7 8 9 10 11	14 15 16 17 18	Winter Recess 21 22 23 24 25	Winter Recess 28 29 30 31 1			10	9	10	0	1
			Total days taught in the Semester				90	90	17	1	1
Jan. 4 - Feb. 12	HOLIDAY Jan. 4 5 6 7 8	11 12 13 14 15	HOLIDAY 18 19 20 21 22	25 26 27 28 29	Feb. 1 2 3 4 5	HOLIDAY 8 9 10 11 12	27	27	2	0	0
Feb. 15 - Mar. 26	HOLIDAY 15 16 17 18 19	22 23 24 25 26	Mar. TK-8 Parent Conf. 1 2 3 4 5	8 9 10 11 12	15 16 17 18 19	22 23 24 25 26	29	29	1	0	0
Mar. 29 - May 7	Apr. 29 30 31 1 2	Spring Recess 5 6 7 8 9	12 13 14 15 16	19 20 21 22 23	26 27 28 29 30	May 3 4 5 6 7	25	25	5	0	0
May 10 - May 21	10 11 12 13 14	17 18 19 20 21					9	9	0	0	0
							0	0	0	0	0
			Total days taught in the Semester				90	90	8	0	0
			Total days taught in the Year				180	180	25	1	1

Calendar Color Coding

Semester Starts	START
Semester Ends	END
Student Free Days	FREE
AP Testing Window	
State Testing Window	
Holidays	HOLIDAY
Fall, Winter, Spring Recess	RECESS
Professional Development	PD
Professional Growth	PG
TK-5 End of Grading Period	●
6-12 End of Grading Period	■

School Holidays

September 7 - Labor Day
November 11 - Veterans Day
January 18 - Martin Luther King Jr. Day
February 8 - Lincoln's Birthday
February 15 - Presidents Day

Student Free Staff Work Days

August 3 [TK-12 students]
August 4 [TK-12 students]
September 23 [TK-8 students only]
December 18 [9-12 students only]
January 4 [TK-12 students]
May 21 [TK-12 students]

Office Staff

John Kwon	Principal
Kimberly Metz	Assistant Principal
Rosanne Hoang	Counselor
Brialle Kammert	Teacher on Special Assignment
Lisa Serrano	Office Manager
Jelly Wang	Office Assistant

To access our school calendar and events, please log into our school website at

<http://cedarlane.hipschools.org/>

Office Hours: 7:30 AM – 4:00 PM, Monday – Friday

CEDARLANE ACADEMY

Preschool

Elementary – Grades K through 5

Middle School – Grades 6 through 8

School Motto

"Thunderbirds soar with pride, excellence, and commitment!"

Theme

"T-Birds: Level Up"

School Mascot: Thunderbird



School Colors: Black and Gold

Learning Environment

Cedarlane's School-wide Discipline Policy is reviewed each year by the staff, principal, parents, and students in order to enhance our safe and orderly learning environment:

"All students must have the opportunity to learn and excel."

All students, faculty and staff follow the school-wide guidelines of **MTSS**, Multi-tiered System of Support. All teachers implement **progressive discipline** in their classrooms and behavioral and academic expectations are explicitly stated and taught. Parents will be notified, during the first week of school, as to the rules and consequences each teacher has developed.

If any student acts in such a way that the opportunity to learn or the safety of others is compromised, that student will be suspended. A parent conference will also be held with the student and an administrator. Each teacher has his/her own classroom discipline policy. Parents will be notified during the first week of school, and Back-to-School Night as to the rules and consequences each teacher has developed.

Cedarlane Vision Statement: To empower lifelong learners who think critically, act responsibly, and thrive as global citizens in an interconnected world.

Cedarlane Mission Statement: Our mission is to cultivate a dynamic and inclusive learning environment where all students are equipped with the skills for innovative thinking, effective problem solving, and reflective thinking. Through culturally responsive, authentic learning experiences, we collaboratively pursue intellectually rigorous and high-impact academic goals in a safe environment that fosters growth, creativity, and global awareness.



BELL SCHEDULES: 2026-2027



CEDARLANE ACADEMY 2026-2027 Bell Schedules

Grades K~5



Grades K & 1st Regular Days M, T, W & F				Early Release Day Thursday			Conference Day			Report Card Day		
	Start	End		Start	End		Start	End		Start	End	
First Bell	8:07			8:07			8:07			8:07		
Instruction	8:10	9:30		8:10	9:30		8:10	9:30		8:10	9:30	
Recess	9:30	9:45		9:30	9:45		9:30	9:45		9:30	9:45	
Instruction	9:45	10:50		9:45	10:50		9:45	10:50		9:45	10:50	
Lunch	10:50	11:30		10:50	11:30		10:50	11:30		10:50	11:30	
Instruction	11:30	2:05		11:30	1:00		11:30	12:57		11:30	1:11	

Grades 2 & 3 Regular Days, M, T, W & F				Early Release Day Thursday			Conference Day			Report Card Day		
	Start	End		Start	End		Start	End		Start	End	
First Bell	8:07			8:07			8:07			8:07		
Instruction	8:10	9:45		8:10	9:45		8:10	9:45		8:10	9:45	
Recess	9:45	10:00		9:45	10:00		9:45	10:00		9:45	10:00	
Instruction	10:00	11:25		10:00	11:25		10:00	11:25		10:00	11:25	
Lunch	11:25	12:05		11:25	12:05		11:25	12:05		11:25	12:05	
Instruction	12:05	2:05		12:05	1:00		12:05	12:57		12:05	1:11	

Grades 4 & 5 Regular Days M, T, W & F				Early Release Thursday			Conference Day			Report Card Day		
	Start	End		Start	End	Minutes	Start	End		Start	End	
First Bell	7:57			7:57			7:57			7:57		
Instruction	8:00	10:00		8:00	10:00		8:00	10:00		8:00	10:00	
Recess	10:00	10:15		10:00	10:15		10:00	10:15		10:00	10:15	
Instruction	10:15	11:35		10:15	11:35		10:15	11:35		10:15	11:35	
Lunch	11:35	12:15		11:35	12:15		11:35	12:15		11:35	12:15	
Instruction	12:15	2:15		12:15	1:13		12:15	12:59		12:15	1:03	



CEDARLANE ACADEMY 2026-2027 Bell Schedules

Grades 6, 7 & 8:



Grades 6, 7 & 8 Regular Days, M, T, W & F				Minimum Day Thursday			Conference Day			
	Start	End	Minutes	Start	End	Minutes		Start	End	Minutes
Period 0	7:01	7:57	56	7:12	7:57	45	Period 0	7:12	7:57	45
1st Bell (Reg)	7:57			7:57				7:57		
Homeroom (Reg)	8:00	8:06	6							
Period 1 (All)	8:06	9:02	56	8:00	8:45	45	Period 1	8:00	8:45	45
Period 2	9:05	10:01	56	8:48	9:33	45	Period 2	8:48	9:33	45
Period 3	10:04	11:00	56	9:36	10:21	45	Period 3	9:36	10:21	45
Period 4	11:03	11:59	56	10:24	11:09	45	Period 4	10:24	11:09	45
LUNCH	11:59	12:34	35	11:09	11:44	35	LUNCH	11:09	11:44	35
Period 5	12:37	1:33	56	11:47	12:32	45	Period 5	11:47	12:32	45
Period 6	1:36	2:32	56	12:35	1:20	45	Period 6	12:35	1:20	45

CEDARLANE ACADEMY K-8 SCHOOL-PARENT COMPACT 2026-2027

Approved 4.28.26

			<u>2026-2027</u>
Print Student Name (Last, First)	Homeroom	Grade	School Year

Cedarlane Academy SCHOOL-PARENT COMPACT

Family, students, school and staff should work in partnership to help each student reach his/her potential. As partners we agree to the following:

Parents Will:

- Have students at school on time every day.
- Follow the district dress code policies closely.
- Establish time to talk with students every day regarding school including checking the materials like the agendas and backpacks.
- Establish a time and place for their children to complete homework free from distractions. Review daily to ensure completion.
- Make sure students attend tutoring and enrichment programs.
- Communicate with school staff about students' progress and responsibilities.
- Read at least 20 minutes with students daily and discuss current reading assignments.
- Regularly access Aeries for progress of student and school-home communication (hard copies, CANVAS, Parent Square.)
- Provide current contacts (cell phones, email, home and emergency) for the success of the students and keep the school informed of any changes.
- Monitor students' behavior/citizenship cards.
- Attend as many school activities or volunteer on campus, in order to promote student achievement.
- Attend requested meetings (SST, IEP, Academic Profile, Open House, Back to School, SARB, Conferences, etc.)
- Show respect to all when on campus and follow the district civility policy, as stated in the Parent Handbook.

Parent Signature (1st sem.)

Parent Signature (2nd sem.)

Students Will:

- Attend school on time every day prepared with the necessary tools for learning, such as a success binder, paper, writing tools, agendas, etc.
- Write down assignments each day.
- Bring school issued laptops or iPads to school fully charged, daily.
- Follow all school rules/classroom rules, PBIS Matrix and uniform/dress code closely, as indicated on citizenship cards.
- Complete and return homework assignments as assigned on time with their best effort.
- Improve reading by reading to self or others daily for at least 20 minutes and take AR reading/comprehension quizzes.
- Actively attend tutoring programs as they are assigned.
- Discuss with parents what they are learning in school and share school information.
- Take personal responsibility and actively engage by asking questions, attend tutoring and enrichment programs.
- Monitor their behavior/citizenship cards.
- Ask questions of teachers and/or seek assistance from staff when needed.
- Show respect to each other and adults on campus and follow the district civility policy, as stated in the Parent Handbook.

Student Signature (1st sem.)

Student Signature (2nd sem.)

Staff Will:

- Explain, clarify, and assess student academic results on a regular basis to the school community, including students and parents.
- Provide high-quality instruction in a supportive and effective learning environment by using school wide best practices.
- Provide timely feedback and reminders for homework, assignments, and student performance.
- Provide adequate amount of homework assignments for students to support standards based learning.
- Support and encourage parent, student, and community involvement.
- Communicate (e-mail, phone calls, agenda, Aeries, bulletins, and conferences and cooperate with parents to ensure the best education possible for each child.)
- Show respect to all when on campus and follow the district civility policy, as stated in the Staff/Parent Handbook.
- Have high expectations for student achievement.

____ Cedarlane Academy_
Teacher Signature (1st sem.)

____ Cedarlane Academy_
Teacher Signature (2nd sem.)

K-8 GENERAL INFORMATION

Cedarlane Academy K-8 serves a diverse population of students in the transitional kindergarten through eighth grade. The faculty and staff recognize the unique characteristics of developing primary- and middle-school-age children. Our primary objectives are to provide an environment that promotes academic and social growth, fosters positive self-efficacy and motivates students to be successful.

Administrative Offices

The front office is used for business purposes. When students have business in the office, they must enter quietly, show their pass and be courteous and respectful.

Allowed on Campus

No one is allowed on the school grounds before 7:15 AM (except for the zero period class) or after 2:40 PM, unless attending a school-sponsored activity or the ASES after school program.

Visitors

The schools within the Hacienda La Puente Unified School District have a CLOSED CAMPUS POLICY. This means that students are to remain on campus once they have entered the school premises. All visitors are required to check in with the front office and be approved upon entering campus and must wear a Visitor Badge while on campus. Students are not permitted to leave these grounds without first checking out through the office. Students leaving the campus and not abiding by the above are truant. The Sheriff's office will be called, and loss of privileges may result.

Attendance Policies & Procedures

For each student to receive the education to which they are entitled, every student must be here on time every day. The law requires students to attend school on time every day. Absences shall be classified as follows:

- **Excused absence** - absences for proper causes are listed in the California Education Code for illness, medical, dental, or optometry appointments, funeral services (immediate family, extending to grandparents), quarantine (under direction of County or City Health officer) or court appearances.
- **Unexcused absence** - absences that occur with the knowledge and approval of parents or guardian, but for reasons that, though not acceptable under state law, are not considered truancy.
- **Truancy**- absence that is intentional, a planned violation of State attendance law. Students who are habitually absent or tardy may receive a referral to the District's Student Attendance Review Board (SARB). Truancy tickets may also be issued as a consequence.

Returning To School After An Absence

Please call the school office at (626) 933-8001 (English, Spanish, Korean or Mandarin) when your child will be absent. We also request a note for our files. Parents have three school days to clear the student's absence. After three days, it automatically becomes an UNEXCUSED absence. Students must bring a doctor's note if they are absent from school for more than 5 days due to illness. The note must include four items: (1) the date of absence, (2) specific reason for absence, (3) name of student, and (4) signature of parent or guardian. In case of illness, assignments may be requested

through the school office. Please allow one (1) day for this material to be collected from the teachers or office.

Tardiness To School

Students are to report directly to the front office for a pass when they are tardy. Students who arrive late due to a doctor's appointment and who brings a note from the doctor will be considered excused. Tardy notes for over-sleeping, automobile breakdown, walking younger siblings to school, etc., are not excused. Any student who is tardy to school without a satisfactory excuse may be regarded as truant and may be assigned detention at lunch or after school.

Student Illness, Injury/Accidents, Field Trips

Students becoming ill during the day must see the nurse or office personnel to obtain permission to go home. An adult, listed on the emergency card, must come to the school office and sign the "Checkout Log" before the student will be dismissed. Remember, adult identification cards are required at checkout. If a student is injured during school, at practice sessions or at any athletic event sponsored by the school, the injury must be reported immediately to the person in charge and to the school office. Appropriate first aid will be administered and in some cases emergency services will be contacted. All students must have a current emergency card with up-to-date contact information to participate in after-school sports, cheer and school field trips. These can be updated in the office or the Aeries Parent Portal.

Student Insurance

All Cedarlane Academy students can choose to be included in a voluntary accident insurance program to assist in the payment of doctor and hospital services for injuries occurring on campus or while participating in activities or sports under school supervision. All students who participate in inter-scholastic athletics must have insurance coverage. The state of California requires students to have a minimum of \$1,500 accidental death coverage and \$1,500 accidental injury coverage. This may be carried out privately by the student, or it may be obtained through a school-endorsed policy. New students are given these applications on their first day of school.

Medication

Students are not to have any medication in their possession, including ASPIRIN and COUGH DROPS. If it is necessary for a student to take medication during school hours, please obtain the proper forms in the office and have them completed by parents/guardians and physicians. The forms are to be returned to the office with the medicine in the prescription bottle. Medicine will be administered according to the physician's directions.

Patriotic Observance

The Pledge of Allegiance to the United States flag will be observed every morning. Students, while not required to participate, must refrain from disrupting or detracting from this observance.

Parent Volunteers

Please see the District's Parent Volunteer Policy for all volunteers. Applications must be completed and turned into the office with all proper paperwork to be processed. There is a one-time application and a year-long application available. Volunteers must be cleared through the district before they can volunteer on campus, field trips, events, etc.

Breakfast and Lunch

Meals are FREE for All STUDENTS again this school year! There is no need to complete an application! The National School Lunch Program, as regulated by the Federal Government, requires that a nutritionally adequate meal be available to all students on any day school is in session. California Ed Code 38082 states "Food shall not be sold (provided) at any cafeteria operated by a school district to anyone except pupils and employees of any school district...." Schools are directed to make every effort to ensure that meals served in their programs are consumed only by the children for whom they were intended. Therefore, the presence of parents and siblings in the cafeteria should be limited to promotional events as allowed under the code and as directed by the principal.

In addition, meals reimbursed through the school nutrition program are to be served and consumed as a part of the school program on school or school related premises (Sec. 11520, School Nutrition Program manual). ***No food may be taken home.**

In the cafeteria, orderly conduct and good manners are expected. Tables and floors should be left clean and free of scraps so that the students who eat lunch after you will find the area in good order.

Food Brought on Campus

To support the district's Wellness Policy, the delivery of fast food is not allowed on our campus. The district's "Wellness Policy and Health and Safety Code" states that all food is required to meet nutritional standards. We can no longer allow homemade food items to be served at school. This is a California state law (Education Code 27604) which was enacted for the protection of all students. This policy also includes fast food being brought to students during school hours.

As stated, the delivery of food to campus is a safety issue considering other students may have allergies to certain foods and we can't control what is shared among students at lunch if we were to allow this. In addition, religious or cultural values need to be respected by the school, and therefore we don't want to put parents in a situation where their son/daughter gave food to another student who is not allowed to eat certain foods based on their values. If a parent brings fast food, we require that the student eat it in the front office before they go outside for lunch, and we do not allow food for anyone other than the child of the parent (they cannot buy food for friends). So that classroom instruction is not interrupted, we do not call the student out of class to pick up their lunch. Students cannot share food at any time. Due to severe allergies of students on campus, Please keep all peanut and but products at home and enjoy them at home.

Food deliveries from services such as Uber Eats, DoorDash, Grubhub, Pizza delivery, or any third-party vendors are **not allowed** for students during the school day. For safety and supervision reasons, students may not receive outside food deliveries at any time.

Students are not permitted to bring caffeinated beverages to school. This includes, but is not limited to, drinks such as **coffee, Starbucks beverages, energy drinks (e.g., Monster, Red Bull), soda, and caffeinated tea.**

Dress Code Policy

When purchasing school clothes for the new school year, just a reminder that the district's Dress Code Policy will be strictly enforced. Please read and discuss the Dress for Success Uniform Policy and Rules for School Attire in the District Annual Information handbook with your student. We have found that by following the district's "Rules for Student Attire" and "Dress for Success Uniform Policy", students and teachers are able to focus on learning and are not distracted by what students wear. Policies were developed to provide a positive learning environment for all and for the safety of students.

Cedarlane Academy Dress for Success Policy

Shirts/Blouses/Tops:

1. Students shall give proper attention to personal cleanliness and neatness of dress.
2. Pajamas are not allowed unless it is an ASB designated Pajama Day.
3. Clothing must be free from rips, tears and holes. Clothes shall be sufficient to always conceal undergarments. See-through or fish-net fabrics, halter tops, off-the-shoulder tops, low-cut tops, bare midriffs and such are prohibited. Polo shirts are strongly recommended.
4. Shirts and blouses must have sleeves. Hoods on shirts, sweaters, sweatshirts, and jackets should not be worn up.
5. Sports team jerseys or T-shirts are prohibited on any day unless it's an ASB designated school spirit "Sports Jersey Day". Examples include Dodgers, Raiders, or Lakers jerseys, shirts or jackets.
6. Inappropriate writing or graphics on clothing that distracts from learning. This includes clothing that reflects drugs, alcohol, sexually suggestive, targets a group or gender, gang affiliation, or affiliation with death such as skulls or skeletons are prohibited.
7. Collarless, oversized white T-shirts are not allowed at school.
8. School spirit and College Spirit wear may be worn any school day.

Pants/Shorts/Skirts:

1. Shorts must fit at the waist and not be oversized. Pants must not be dragging on the ground.
2. Length of shorts or skirts must be long enough to reach the tip of the middle finger when arms are placed at their sides along the leg.
3. If pants have holes or tears, leggings must be worn underneath.

Jackets/Coats:

1. Any style coat or jacket will be permitted to be worn outside during cold weather. Coats/jackets are not allowed to be worn to cover up students that are not in dress code.
2. No advertising, corporate logos, professional sports teams are allowed on the jackets or coats.

Head gear and shoes

1. No hats, baseball caps, beanies or other head gear is to be worn on campus or during school activities.
2. Shoes must be closed-toed and have a closed back and be worn at all times. House slippers, shoes with high heels and crocks are prohibited.

Jewelry and Accessories

1. Students should not wear articles of clothing, jewelry, or accessories which pose a clear and immediate threat to the physical well-being or safety of other students on campus. This includes heavy chains holding keys or wallets, spike collars, spike wristbands, or shoes with metal toes. Anything that distracts a student from learning is prohibited.
2. Facial piercings or piercings that pose a safety risk of any kind are not allowed. This

includes large hoop earrings.

Dress, grooming, or accessories that contain language or symbols supporting sex, drugs, alcohol, tobacco, or gang association should not be worn.

Consequences for dress code violation

Violation	Possible Consequences
1 st	Warning, Change into loaners, Notification of violation mailed home
2 nd	Change into loaners, Parent contact, Notification of violation mailed home
3 rd	Change into loaners, Parent contact, Notification of violation mailed home 15 points deducted from citizenship card, Lunch Detention, Community Service Office Referral
4 th	Change into loaners, Parent contact, Notification of violation mailed home 25 points deducted from citizenship card, Lunch Detention, Community Service Office Referral

All violations are documented on Student's Record.

Emergency Procedures

Procedures have been developed to ensure the safety of all students in the event of classroom evacuation. During a disaster (earthquake, fire...), all students will be safely secured at school. Parents must check students out at a designated command post on campus. Students will be kept after school hours if conditions in the area are not safe. Cedarlane's Emergency Safety Plan is located in the Staff Handbook, in every classroom, and building on campus.

Lost And Found

The Lost and Found is throughout the school. Don't give up after the first try, inquire several times. Owners should write names in all books and put identification marks on personal belongings. The school is not responsible for lost, stolen, or damaged articles, but will do all that is possible to help you find them. Any items remaining at the end of each semester are given to charity.

Parent Conferences

There are two designated parent conference weeks each year—one in the fall and one in the spring—to discuss your student's academic progress and citizenship. If you would like additional time to meet with your student's teacher(s), please contact the school office to schedule an appointment before or after school.

Non-Cedarlane Students on Campus

Students may not bring non-Cedarlane students to campus during the school day. This restriction is due to space availability at the school, insurance requirements, as well as legal liability. Student activities are designed for Cedarlane students only.

AR Reading Requirement

Cedarlane Academy implements the Accelerated Reader (AR) Program for our students' optimal reading growth. The program allows students to challenge and push themselves to the next level of reading and demonstrate increasingly stronger reading skills across the core curriculums of language arts, science, math, and social science. At the beginning of the school year, each student takes the STAR Reading assessment test. The result, as a Diagnostic Report, will diagnose the student's general reading skill status, suggestions to improve, and the best reading level to start with.

After reading their selected books at home and/or school, students will take online reading quizzes within 48 hours under the directions of their language arts or homeroom teachers and Classlink. These reading practice quizzes ask students from 5 to 20 comprehensive questions about the facts and details of the books the students just read. If they pass the test at 85% correct or better, their reading or book levels will be validated, and points will be earned. Currently, our library has over 5,500 books available for students to check out. The students and their parents/guardians are also encouraged to check out any appropriate books, both fiction and non-fiction, from any nearby public libraries. Cedarlane Academy's AR Program has unlimited access to all the English-language books and reading practice quizzes available in the United States. As of this press, we have kept a total of 131,098 titles in the system. To check if a book of your child's interest is in our AR system, please visit <http://www.arbookfind.com>.

Civility

Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school property will be directed to leave school or district property promptly by the appropriate administrator or designee.

If any individual uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the district employee will verbally notify the abusing party that the meeting, conference, or telephone conference is terminated and, if the meeting or conference is on district premises, the offending person will be directed to leave promptly.

When an individual is directed to leave under the above circumstances, the appropriate administrator or designee shall inform the person that he or she may be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Code 415.5 and 626.7, if he/she reenters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending the school. If an individual refuses to leave upon request, or returns before the applicable period of time, the appropriate administrator or designee may notify law enforcement officials. An incident report should be completed for these situations.

When violence is directed towards an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an incident report. Employees and supervisors should complete an incident report, and report to law enforcement,

any attack, assault, or threat made against them on school/district premises or at school/district sponsored activities.

When it is determined that a member of the public is in the process of violating the provision of this policy, an effort should be made to provide a written copy of this policy, including applicable code provisions, at the time of the occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident.

Student code of conduct

A Cedarlane Thunderbird shows respect for others, acts responsibly, behaves appropriately, and leads others by example; he/she is a young person of character, is confident, is committed to their school community and strives to live by the six pillars of character.

Six Pillars of Character:

Trustworthiness

Respect

Responsibility

Fairness

Caring

Citizenship

Conduct Code/Student Discipline

Cedarlane Thunderbirds are expected to follow the rules and always behave appropriately. To ensure a safe learning environment, a school-wide discipline program (PBIS) has been implemented. Students are expected to follow guidelines for behavior on the PBIS Rules Matrix. All teachers implement progressive discipline in their classrooms and behavioral and academic expectations are explicitly stated and taught. Parents will be notified, during the first week of school, as to the rules and consequences each teacher has developed. If any student acts in such a way that the opportunity to learn or the safety of others is compromised, that student will be suspended. A parent conference will also be held with the student and an administrator. Each teacher has his/her own classroom discipline policy. Parents will be notified, during the first week of school, as to the rules and consequences each teacher has developed.

The safety of students is our number one priority. Dangerous or unsafe conditions should be reported to the office immediately: intimidation of students, weapons, harassment, student conflicts, potential conflicts, potential fights or other issues of student safety. It is most important that all students are aware of the following major policies. These guidelines must be always met by all students.

No Graffiti or Vandalism

To provide students with a safe and wholesome learning environment, graffiti or defacing of any property is absolutely prohibited on campus. Do not mark up or damage any school property such as textbooks, classroom chairs, and tables. Parents of students are responsible for damaged property and are required to pay for repairs or replacement.

No Fighting

Fighting is not tolerated at Cedarlane Academy. Violent horseplay and play-fighting will be treated as seriously as "real" fights. Fighting, instigating a fight, or remaining to watch a fight on the school grounds, or while going to or from school is not allowed. (Ed. Code 48900.) All participants in activities that endanger other students will be sent to the office for counseling. The administration may take any or all the following actions: parent conference, detention, suspension, and/or even expulsion.

No Public Displays of Affection

Displays of affection have no place on our campus. No hugging, handholding, and/or kissing is allowed.

Yes to Healthy Snacks! No Gum! No Candy! No Soda! No Toys!

Careless disposal of gum in drinking fountains, furniture and carpets presents sanitation and cleaning problems, in addition to costly repairs. Gum chewing is not allowed. Candies and toys are also not allowed. Healthy snacks such as fruit, crackers, yogurt, etc. in small bags are always permitted.

No Disruption to Instruction

Any behavior or items that distract from learning or disrupt instruction is not permitted. Personal items that are disruptive to learning and classroom instruction, such as stuffed animals, flowers, balloons, blankets and other items, are not allowed on campus. Non-academic use of electronics, such as cell phones, smart watches, computers, iPads, etc. are also considered disruptive to instruction.

Classroom Behavior

Enter class quietly and ready to learn. Know the difference between inside-class-behavior and outside-class-behavior. Loud voices or socializing is outside-class behavior. When students step inside a classroom, students should quietly check the learning objective and prepare materials needed. By the time the second bell rings, students should be ready to learn. Students should be polite and respectful to their peers and ALL adults on campus. This includes answering politely when called upon. Only one person speaks at a time. Disrespect will not be tolerated.

Hall Passes

Students may not leave the classroom without a hall pass. They must have the permission of the teacher to go to the office or nurse's office, except in cases of emergency. Students who are out of the classroom without a pass are subject to disciplinary procedures. The "Hall Pass" will be issued by a teacher during class time. Only one student is allowed to go to the office or restroom on a single hall pass. If another teacher has detained a student, that teacher must issue a pass. Students who report to the office or restroom without a pass will be sent back to the classroom to obtain a pass.

Walk, Don't Run!

Walk safely, do not run on campus. Your safety and the safety of others is a priority. When walking to class, walk to the right to allow others to pass. When it is raining, each student needs to stay under the covered walkways.

Supervision

Students must always be in a supervised area or room. Students are not allowed in an area on campus that is not under the direct supervision of an adult. Students may not enter a room without a supervising adult. Students may not participate in after-school activities unless under the direct supervision of an adult. Students must remain in the Central Quad before school and during lunch.

Assembly Conduct

During the school year, our school will have several assemblies. We want you to enjoy the program, but require that you follow these rules:

1. Always be courteous and attentive.
2. Sit quietly. Do not disturb others around you.
3. Follow directions given to you by teachers regarding assembly conduct and seating procedures.
4. Show appreciation through proper applause.
5. Please do not boo or whistle.

Cafeteria Rules

1. Wait in line quietly. Keep appropriate distance in line and at the table.
2. No cutting the line or saving places.
3. Be courteous to the cafeteria staff.
4. Everyone must eat lunch.
5. Clean up your area after eating.
6. No throwing or sharing food.
7. No food is to be taken out of the cafeteria.

Playground Rules

The playground rules below are general guidelines for student safety. Students should always use common sense, good judgment and decision making.

1. No student is ever allowed to climb up the banks or play by back yards, along the field.
2. No throwing of rocks or dangerous objects.
3. Stop and freeze when the bell rings. Walk to the lines when the whistle is blown. Do not bounce or throw playground equipment after the bell rings.
4. Playground equipment:
 - Swings are used for swinging only.
 - No twisting, jumping off, pushing, or standingClimbing Bars
 - No jumping from, playing tags, running
 - Keep one hand on equipment at all timesMonkey Bars
 - Go across using hands
 - No standing or sitting on, jumping off
 - No running under, play or chicken fights
 - Do not touch anyone on the bars
 - Only climb from the bottom upHigh Bars

- No standing or sitting on, jumping from
- No spinning or dangerous stunts

Ball Equipment

- Play safe games in appropriate areas such as four square, basketball, or soccer
- Do not bring play equipment from home

5. Restrooms

- Use Restroom Passes if needed.

Bicycles, Helmets and Skateboards

If you ride a bicycle to school, you **MUST WEAR A HELMET** and walk your bicycle or scooter when on campus. The school provides bicycle racks on the grounds so that students have a place to put them while they are in class. Bikes are to be parked with either the front or rear wheel in the rack so there will be enough room for everyone. Bicycles must be kept locked when parked on school grounds. We recommend a chain or cable long enough to go through the bike or scooter frame and around the bike rack. For the pupil's own protection, we suggest the bicycle be licensed with the Sheriff's Department (Los Angeles County Ordinance 3027).

E-Bike Safety Policy

To promote student safety and responsible use of personal transportation, Cedarlane Academy has established the following guidelines for all students who ride an **e-bike** to and from school. Any student that wishes to ride an class 1 or 2 eBike must contact the principal or assistant principal for additional guidelines.

Safety Requirement

All students and their parents/guardians are required to:

- **View a school-approved safety video** covering proper e-bike and e-scooter use, traffic laws, and safe riding practices
- Follow all local and school safety regulations while operating an e-bike

Required Agreement (Contract)

- A **Student/Parent E-Bike Contract** must be signed **annually** by both the student and a parent/guardian
- The signed contract confirms understanding of all school expectations, safety rules, and consequences

Registration & Identification

- All e-bikes must be **registered with the school**
- Upon registration, each bike or scooter will be issued a **school verification tag**
- The verification tag must be clearly **displayed at all times** while on campus
- Unregistered or untagged e-bike may not be brought onto campus

Campus Expectations

- Students must **walk** bikes while on school grounds
- Park and secure devices only in designated areas
- Follow all staff directions and school supervision guidelines

Consequences

Failure to follow these expectations may result in:

- Loss of privilege to bring an e-bike to school
- Parent/guardian contact
- Additional school consequences as appropriate

E-Scooters

Electronic scooters in California are classified as “motorized scooters” under the California Code. Students must hold a valid driver’s license and be over the age of 16 to operate on public roadways.

Clean Campus

Students are proud of our school and want it to be well cared for so that other people will also be proud of it. The appearance of our school and the way it is kept has a great deal to do with the reputation of our school. It is the responsibility of each member of the Cedarlane Middle School family to keep the school campus clean and participate in any cleanup duties requested or assigned.

Detention

After-school detention can be assigned and supervised by Cedarlane Academy certificated personnel. It can last from ten minutes to two (2) hours. This detention period will serve as a disciplinary aid in improving students' behavior, tardiness, and/or academic progress.

Videotaping/Electronic recording/Picture Taking

The taking of pictures, videos or electronic recording is NOT allowed on campus without the direct permission of administration who will ascertain that the taking of the picture/video is directly related to school curriculum and/or activity. Administration will also check that parent(s) have released permission for students' picture/video to be taken and/or published. (Education Code 51512.)

Library

Our library is a place intended to provide materials needed for AR reading, class work, and leisure reading. It is a wonderful privilege, which we hope you will use and enjoy. Improper use of the library will result in loss of library privileges. Any damage or loss will be charged to the responsible student.

Selling

Selling non-school-approved candy and other items is forbidden on campus. This will result in confiscation of your goods.

Nutrition and Wellness Policy

We follow the district's Nutritional Services and Wellness Policies, which can be found at <https://hlpusd.healtheliving.net/>. As a reminder, beverages such as Starbucks, Coffee Bean, and similar drinks should be enjoyed outside of the school day and should not be brought to school.

After School Activities

Students must be under the direct supervision of a teacher, advisor or coach for any after-school activities. Students must sign on the After-School Sign-in Roster.

Cell Phones & Theft of Prohibited Items at School

We would like to make Cedarlane Academy a "NO THEFT ZONE." To achieve this, ALL STUDENTS MUST KEEP THEIR IPADS, CELL PHONES, AND ANY OTHER EXPENSIVE PERSONAL ITEMS AND LARGE AMOUNTS OF MONEY AT HOME. It is important to understand that these items are prohibited at Cedarlane Academy and, therefore, Cedarlane Academy cannot be responsible for investigating if they become lost or stolen. By keeping these items of value at home, students protect themselves from being victims of theft.

Cedarlane Academy recognizes that California law permits students to bring cell phones to school. However, to maintain a focused and safe learning environment, **cell phone use is not allowed during school hours**. Unfortunately, we have seen an increase in students using their phones during class time and attempting to leave campus without going through the proper procedures.

If a student needs to contact a parent or guardian, they may use the phone in the main office. Likewise, parents who need to get a message to their child may call the office, and we will ensure the message is delivered promptly. We appreciate your support in helping us uphold a productive and secure school environment

- Any prohibited items seen on campus will be confiscated and sent to the school office for a parent to pick-up. Further consequences may apply as well.
- Cell phones are to be turned off during school hours and remain in the backpack and not out in view including during lunch or breaks. (AR 5131) Cell phones should be used off campus (front of school) before or after school for emergency purposes only. If a cell phone is seen out of a backpack or being used, it will be confiscated and sent to the office and released to a parent/guardian only.
- Do not leave any personal property unattended. Students must assume responsibility for loss, theft or damage to any school or personal property issued to or belonging to them, such as garments, keys, money, equipment, books or musical instruments. Borrowing or lending money is strictly prohibited.

The school, in every way possible, endeavors to protect all such properties, but is not responsible for them. Students are NOT to bring such items as radios, MP3 players, CD players, CD's, iPod's, cameras/camcorders, pagers or any other electronic equipment.

Please do not bring any items to school that can distract from instruction and learning in the classrooms, such as stuffed animals and toys.

All such items will be confiscated if out during the school day- NO EXCEPTIONS. Confiscated articles will be taken to the office and returned only to a parent or guardian. If confiscated twice, the parent can pick it up on the last day of school.

NEITHER THE SCHOOL NOR ITS EMPLOYEES ARE RESPONSIBLE FOR LOST OR STOLEN ELECTRONIC DEVICES OR ANY PERSONAL ITEMS INCLUDING CELL PHONES AND MONEY. STUDENTS AND THEIR FAMILIES ASSUME THE RISK FOR SUCH ITEMS BROUGHT TO SCHOOL.

Electronic Device Policy

According to our Electronic Devices policy and California Assembly Bill 3216, students must abide by the following conditions:

- Cell phones are turned off and must remain off during the school day/on campus at any time.
- Cell phones are not to be shared with other students.
- Cell phones must be kept in a student's backpack, and *not in clothing pockets*. Students need to monitor their backpacks closely throughout the day, including lunch and after school.
- Adhere to the district electronic policy on campus.

Failure to agree to these conditions will result in any/all of the following:

First Offense: confiscation of cellphone/electronic device. Cell phone/Electronic Device will be returned to students after dismissal.

Second Offense: confiscation of cell phone/electronic device. Administration will schedule a conference with the student and his/her parent/guardian, and a Contract will be signed at that time. Only a parent/guardian may pick up a student's cell phone. Cell phone/Electronic Device will NOT be returned to students.

Third Offense: Confiscation of cell phone/electronic device. Office referral will be given + lunch detention. Only a parent/guardian may pick up a student's cell phone.

Fourth Offense: Permission to have a cell phone/electronic device at school is revoked for the remainder of the school year. The student will need to leave the cell phone/electronic device with administration in the Front Office until dismissal each day, if brought to school.

Expected Student Behaviors, Problem Areas, and Disciplinary Actions

Please refer to the HLPUSD District Annual Information Handbook for Parents for complete information.

Expected Student Behaviors

Students are expected to respect themselves, others and others' property. School rules and regulations are established to maintain an atmosphere and environment conducive to learning. All students shall comply with these rules and regulations, pursue the required courses of students and submit to the authority of school officials.

Possible Problem Areas:

- Sexual Harassment [Education Code 48900 (n); 48900.2]
- Fighting [Education Code 48900 (a.1)]
- Theft/Possession of Stolen Property [Education Code 48900 (g) (l)]
- Dangerous Weapons/Injurious Object/Explosives [Education Code 48900 (b) (m)]
- Assault/Battery [Education Code 48900 (a.1) (a.2)]
- Possession of Drugs, Alcohol, Paraphernalia [Education Code 48900 (c) (j)]
- Extortion/Robbery [Education Code 48900 (e)]
- Destruction or Defacement of Property [Education Code 48900 (f)]
- Arson [Education Code 48900 (f)]
- Hate Violence [Education Code 48900.3]
- Bullying/Harassment [Education Code 48900 (o) (r)]
- Smoking/Use of Tobacco [Education Code 48900 (h)]
- Defiance of Authority [Education Code 48900 (k)]
- Disorderly Conduct, Including Profanity, Verbal Abuse, and Obscene Behavior [Education Code 48900 (i) (k)]
- Cheating [Education Code 48900 (k)]
- Forgery [Education Code 48900 (k)]

Disciplinary Actions

Those students who fail to comply will face disciplinary actions such as counseling, community service, office support referrals, detention, suspension, expulsion, transfer to an alternative school or program, or arrest when the law applies.

Coordinator for Nondiscrimination/Compliance Officer

The Governing Board designates the following Coordinator for Nondiscrimination/Compliance Officer to receive and investigate complaints and to ensure district compliance with state and federal laws prohibiting student sexual harassment.

15959 East Gale Avenue/P.O. Box 60002, City of Industry, CA 91716-0002; (626) 933-3815

School-Level Complaint Process/Grievance Procedure

1. Notice and Receipt of Complaint: Any student who believes he/she has been subjected to sexual harassment or who has witnessed sexual harassment may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall report it to the district Coordinator/Principal for Nondiscrimination. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the Coordinator/Principal, whether or not the victim files a complaint. In any case of sexual harassment involving the Coordinator/Principal to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall instead report to the Superintendent or designee.
2. Initiation of Investigation: The Coordinator/Principal shall initiate an impartial investigation of an allegation of sexual harassment within five school days of receiving notice of the harassing behavior, regardless of whether a formal complaint has been filed. The district shall be considered to have "notice" of the need for an investigation upon receipt of information from a student who believes he/she has been subjected to harassment, the

student's parent/guardian, an employee who received a complaint from a student, or any employee or student who witnessed the behavior.

Student Fees

California law does not allow school districts to charge fees to students for curricular and extracurricular activities. However, as you are aware, due to state budget cut backs, schools can no longer afford to fund many of these activities. Therefore, we are requesting voluntary donations from parents to offset the costs of these programs. Parents are not required to make donations and all students may participate in extracurricular activities regardless of whether their parents make a donation

K-5 Parties

Only two classroom parties are given usually around the Winter Break and during the end of the school year. A law (California Uniform Retail Food Facilities-Ed. Code # 27604) allows ONLY food prepared by commercial institutions covered by Health Department standards to be served to children. In addition, our school district supports a healthy food policy strengthened by SB 12 which asks schools to serve food that are low in fat and sugars and under 175 calories per serving. We ask that all food for these parties follow this guideline.

Birthday Celebration Policy

We love celebrating our students and helping make birthdays special. To minimize disruptions to instruction and support student health and safety, we ask families to follow the guidelines below:

- Small birthday treats or non-food items may be brought to share with classmates at the end of the school day, with teacher approval.
- Non-food items are preferred whenever possible.
- Large food items such as pizzas, burgers, fast food meals, or large party-style celebrations are not permitted on campus during the school day.
- Balloons, decorations, and party setups are not allowed in classrooms.
- To avoid hurt feelings and classroom disruptions, birthday party invitations may only be distributed at school if every student in the class is invited. Otherwise, invitations should be shared outside of school hours and off campus.

Grades 6th-8th

Recognizing Good Behavior and Character

All our students can be fine citizens who do the things that are expected of them, showing great character through trustworthiness, respect, responsibility, fairness, caring, and citizenship. We believe in recognizing these students whenever possible. Many forms of praise and recognition will be used.

Physical Education Uniform

Cedarlane shirts and shorts are required of all middle school grade students and can be purchased. PE clothes are to be worn only during the student's PE period, unless a special circumstance arises, and the administration approves. All PE articles must be plainly marked with the pupil's name. PE lockers will be provided for students to use during their PE period. Students will need to purchase their own locks. Locks are available for sale at Cedarlane. All students must lock all their valuables in their lockers while they are participating in PE activities. Students are not to share lockers or give their combinations to other students. All book bags need to be stored in the locker or the PE teacher's office during PE class.

Dances

The Associated Student Body (ASB) sponsors several dances for Middle School students during the school year. The ASB class, with the help of their advisor, plans these dances. Appropriate dress, times and other information will be sent home with students prior to the dances. No student may leave the dance before it is over unless called for by his/her parents. Only students currently enrolled at Cedarlane will be permitted to attend.

Middle School Parties

Parties and celebrations that are not part of a school activity are not allowed. These parties should be held after school hours and off campus. Balloons, Silly String, aerosol cans (hair spray, hair color, etc.), perfume, stuffed animals, toys and other items that distract students during the school day are not allowed on campus.

Textbooks

Textbooks are issued by the library of Cedarlane Academy. Students are responsible for the care of texts assigned to them. If they are lost or stolen or books show excessive wear and/or damage, the student and parent are charged for the cost of the book. At the end of the school year or when a student checks out from the school, he or she must turn in the same textbook that was issued to him/her with the correct bar code.

All textbooks MUST be covered. Heavy wrapping paper or any commercial cover is adequate. Teachers will check periodically on textbooks for their ownership and condition. No inappropriate writing will be allowed on book covers. Book covers are available in the library.

Classroom Rules

1. Be on time for class and be prepared with necessary materials every day: books, pencils, paper, charged district laptop, and completed assignments. Write your name on all personal items in ink. No markers are allowed.
2. Follow the teacher's directions. Be 100% on task 100% of the time.

3. Write your homework and classwork assignments in your student agenda every day. Arrange to make up missed work when you are absent.
4. Show respect for others by refraining from profanity, rudeness, cruel teasing, sarcasm/ put-downs, spreading rumors and bullying.
4. Keep hands, feet, and objects to yourself; do not disrupt the learning process.
5. Keep the classroom neat and clean. No eating and/or drinking in classrooms during class time by staff or students.
6. The teacher, not the bell, dismisses students.

Academic Eligibility Policy

In our quest to help students develop greater personal responsibility and pursue their own individual levels of excellence, we have established an eligibility policy which defines those academic and behavioral standards necessary for participation in school-sponsored activities and programs: sports, dances, "entertainment" assemblies and events that involve participation after regular school hours.

Academic Standards: Students must maintain a 2.0 grade point average, pass both language arts and math classes, no more than one failing grade in other subjects. Citizenship Standards: Have no suspensions and no major discipline issues.

Report Card Dates

Students will receive progress reports every six weeks. The progress reports are mailed home approximately a week after the end of the grading period. If report cards are not received one week after the grading period, please notify the school to receive a copy.

Grades

HLPUSD utilizes the letter/number grading system of A-F for grades 3-8 and 1-4 for grades K-2. The evaluation of student achievement is one of the most important functions of a teacher. The following qualities should be found in middle school students with respect to their grades.

- Work samples show consistent above grade-level standards achievement, student is a systematic, hard-working, conscientious worker; aims at perfection and student is always ready regardless of obstacles.
- Work samples show above grade-level standards achievement, student follows suggestions promptly, completes assignments with accuracy, works effectively without much assistance and has class materials ready.
- Work samples show grade-level standards achievement. Students usually follow suggestions and work with some assistance, usually have class materials ready and work to the best of his/her ability with a good attitude.
- Work samples show below grade-level standards achievement. Students have a poor attitude, indifferent to suggestions and help, requires excessive teacher attention, and does not attend class or have materials consistently.
- Work samples show more than one year below grade-level standards achievement.

Online Grade Postings

For middle school students, grades will be posted regularly by each subject area teacher on Aeries. For a view of current grade postings, parents and students can visit the website, using their assigned usernames and passwords. The sign-up for accessing a student's grades is available through the front office and each Teacher.

Homework Policy

At Cedarlane Academy, we believe that homework is an integral part of the students' learning. It is an extension of classroom instruction, giving students reinforcement in using what has been taught in the classroom. It allows students to develop self-discipline and self-confidence.

Homework encourages students to work independently, to use time wisely, and to develop a sense of responsibility. Homework fosters good study habits that will be useful throughout the individual student's school career. Homework also provides communication between home and school. It gives parents an opportunity to see what their student is doing in school and an idea of their student's progress. Parents become involved in their students' education as they encourage them and provide positive reinforcement. Each student will work better when he or she cares about his/her schoolwork. If a student frequently misses homework, after school detention may be the consequence.

Homework Procedures

Each teacher will distribute his or her homework policy to parents during the first week of school. Types of homework assignments may be specific assignments, class work needing completion, review for a test, a project or research paper or family projects. Homework will be incorporated in each student's grade through questions on tests and reflected in the final academic grade. It is the student's responsibility to keep an accurate record of assignments, have the necessary materials, follow study techniques outlined by the teacher, apply and practice skills learned in class, read every night for at least 30 minutes; if student cannot read, parents should read to the student, strive for the best quality of work of which he/she is capable, and complete and turn in the assignments on time. It is the parent's responsibility to provide a place for your child to study daily, show interest in the assignments, commend satisfactory performance, read with your child regularly, and provide the proper conditions for home study.

Consistency is essential. Parents can help by checking assignments each evening for accuracy, neatness and completeness. This checking helps to ensure good study habits for each student. All students are provided with a student planner as the Success Binder to teach students organization skills and to be a communication tool between teacher and student.

Homework Guidelines for Parents

- Provide a study area – with good lighting, proper seating at a table or a desk, adequate materials, sufficient space. Turn off the television or music; unplug the telephone or turn off the cell phone.
- Provide a specific time – start with the same time period daily. Establish rules against using the telephone, watching tv, and listening to music until homework is completed neatly and accurately.
- Think positively - encourage (counsel) your student to understand the value of homework. Any accomplishment requires work, practice, and perseverance. Give as much assistance as possible but remember that homework is your child's responsibility.
- Supervise homework - make sure your student has enough time, understands directions, and works carefully. Parents can help by editing or checking over homework papers.
- Help the homework habit - if your student doesn't bring homework home, determine whether he/she is forgetting it, or failing to bring it home. Contact the teacher when in doubt.

The daily amount of time required for homework may vary depending on the assignment, maturity, ability and individual needs of the student as well as that of the activity. Students should average about 60+ minutes of homework, which may be assigned 7 days a week. This average time does not include the time the student spends on independent reading or reading to parents or being read to by parents. The reading time, suggested by researchers for middle grade students, should be equal to an amount of at least 60 minutes per day.

Homework Follow-Up

When a student completes work, he/she reinforces learning from the classroom, receives a grade or some form of credit and receives oral or written encouragement. If a student does not complete work, the following steps will be instituted:

- A parent contact may be made to discuss the problem.
- A contract may be drawn up between the teacher, parent, and student specifying expected improvements in completing assignments.

Promotion Requirements – 8th Grade (subject to change)

Promotion is the process whereby students from the eighth grade are promoted to the ninth grade. The promotion ceremony is the end-of-the-year celebration held on campus which culminates students' middle school career. Students who do not meet the promotion criteria will not participate in the promotion ceremony. Students in the eighth grade must meet the following criteria to participate in the promotion ceremony: Students must meet the following criteria to be promoted to 9th grade:

- Receive a grade of "D" or better in homeroom/citizenship
- Pass Language Arts with a "D" or better
- Pass Math with a "D" or better
- No more than 1 F in other classes (science, social studies, PE, elective: foreign language, math review, ASB, band, teacher's aide, etc.)

Satisfactory citizenship (behavior and attendance) inside and outside of classes, such as, referrals/suspensions. As of the second semester any 8th grade student receiving an "F" in school citizenship by the fifth grading period of the Spring Semester will result in forfeiture of promotion activities. School citizenship will be recorded as a letter grade in homeroom (A-F). After the 5th grading period, suspensions will result in automatic forfeiture of all promotion activities.

Dress for the 8th Grade Promotion Ceremony

Students should wear clothing appropriate for the event and must comply with the dress code. Please remember this is not a prom; It is a chance to acknowledge our students. If you have any questions about promotion or end-of-the year activities, please call the office: (626) 933-8001.

It is recommended that girls wear something nice and age appropriate. This is not a prom, and formal long dresses are discouraged, as there is a safety issue when going up and down the stairs/ramp of the stage. Low cut, halter-top style, low-cut or strapless dresses are not allowed. Hemlines must be at or longer than the fingertip and see-through items are not appropriate. Shoes with high heels will not be allowed, as students will be required to walk a long way up and down stairs/ramp, which can lead to high heels getting caught or tripping. If an item of apparel is in question, please bring it to the counselor's office to check for appropriateness.

It is recommended that boys wear appropriate nice pants and a button-down shirt with a tie. No jeans allowed. The weather is unpredictable, and we understand that it may be too hot for a jacket, but it would be appropriate and fitting if the young men choose to wear jackets.

District dress code must be followed for the promotion ceremony: no hats, no bandanas, no inappropriate jewelry, etc. Students who violate the dress code and/or behave inappropriately during the promotion ceremony will be asked to wait in the office until the ceremony has been completed.

Sports Program

The athletic program for middle school students is held after school. Organized teams practice for about an hour and a half. For boys, inter-school games are scheduled in flag football, track, softball, basketball, cross country and soccer. The girls' athletic program consists of inter-school games scheduled in volleyball, basketball, cross-country/track, softball and soccer. All student-athletes must maintain a minimum overall GPA of 2.0 and follow the agreements on the Coach's Contract.

Student Fees

California law does not allow school districts to charge fees to students for curricular and extracurricular activities. However, as you are aware, due to state budget cut backs, schools can no longer afford to fund many of these activities. Therefore, we are requesting voluntary donations from parents to offset the costs of these programs. Parents are not required to make donations and all students may participate in extracurricular activities regardless of whether their parents make a donation.

Associated Student Body (ASB) Card

Junior Academy students are encouraged to support student body activities. At the beginning of the year you will have the opportunity to purchase an ASB card. Your purchase of a student body card entitles you the following special privileges, when available: Free or discounted admission to school dances, ASB card holders are rewarded by receiving free giveaways at dances. Students must be of good standing in behavior and academics to attend dances.

Teen Hotline (800) TLC-TEEN or (310) 855-HOPE. Free and confidential.

Web site: www.teenlineonline.org

California Youth Crisis (800) 843-5200 24-hour crisis counseling, information and referrals.

Student Sexual Harassment Policy

The Governing Board designates the following Coordinator for Nondiscrimination/Compliance Officer to receive and investigate complaints and to ensure district compliance with state and federal laws prohibiting student sexual harassment.

Assistant Superintendent, Human Resources (626-933-3830)

Executive Director, Student Family Services (626-933-4313)

All compliance officers may be emailed at:

TitleIXCoordinator@hlpusd.k12.ca.us

Nondiscrimination/Harassment Policy:

The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, (including sexual harassment) or bullying based against, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, immigration status, ethnic group identification, ethnicity, age, religion, marital status, medical information, parental status, pregnancy status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Any student who feels that they have been subjected to discrimination, harassment, or intimidation or bullying should immediately contact the coordinator, the principal, or any other staff member. The District Title IX Coordinator is the Assistant Superintendent of Human Resources, they may be contacted via email at TitleIXCoordinator@hlpusd.org

Computer Use/Internet/HLPnet/Network Use

Any illegal dealings or entries on to the Internet by any student via the computer may be punishable by law. State and Federal law prohibits such access from any student. For more specific information on Network use, refer to the "District Annual Information Handbook" given to your child on the first day of school.

HLPnet Guidelines

New technologies are shifting the ways that information may be accessed, communicated, and transferred. Those changes may also alter instruction and student learning. The Hacienda La Puente Unified School District (HLPUSD) offers students access to the Internet. We call this service HLPnet. Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all materials. Ultimately, the school staff, parents and guardians of minors are responsible for setting and conveying the standards that students should follow when using media and information sources. HLPUSD supports and respects each family's right to decide whether to allow their child to apply for access to HLPnet.

Network Use Rules and Responsibilities

All staff and students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. HLPnet is provided for the staff and students to conduct research and communicate with others in relation to schoolwork. Access to network services is given to the staff and students who agree to act in a considerate and responsible manner. Parent permission is required for students. All students and staff must read the "Acceptable Use Policy." Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines the system administrators will deem what is inappropriate use and their decisions are final. The system administrators may close an account at any time. The administration, faculty, and staff of HLPUSD may deny, revoke, or suspend specific user accounts.

Individual users of the HLPnet are responsible for their use of the network. The use of their account must be in support of education and research and must be consistent with academic expectations of HLPUSD. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of

U.S. or state regulations including copyrighted, threatening, or obscene materials is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited. The user is expected to abide by the following network rules of etiquette:

- Be polite. Do not write or send abusive messages.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Transmission of obscene materials is prohibited.
- Sending or receiving offensive messages, pictures, or other materials from any source will result in immediate suspension of privileges.
- Do not reveal the personal address or phone number of yourself or other students.
- Do not communicate any credit card number, bank account number, or any other financial information.
- Electronic mail is not guaranteed to be private. People who operate the system do have access to all mails. Inappropriate messages can result in suspension of privileges.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- Vandalism—any malicious attempt to harm or destroy data of another user—will not be tolerated. Any questionable action will result in the cancellation of user privilege.

Citizenship Card Sample



CEDARLANE ACADEMY CITIZENSHIP CARD

Name: _____

Homeroom: _____

Grading Period: 1

Infraction Deductions		-10 POINTS (3 OFFENSES):				-10 POINTS for EACH OFFENSE:				-15 Points				-25 points				-30 PTS:		+ Bonus Points		- Deducted Points	
		Gum Chewing (GC) Eating in Class (E) Not Prepared (NP) Unexcused Tardy for Periods 0-6 (T) Disrespectful (D)				Play Fighting (PF), Classroom Disruptions (CD), Non-Directed Profanity (P) Truancy- 30 Minutes + to School (TR) Defiance (DF)				3rd Dress Code (3DC) 3rd Electronic Device (3ED)				Office Support Form (OSF) 4TH Dress Code (4DC) 4th Electronic Device (4ED)				In-House Suspension -75 PTS. Out of School Suspension		(10min = 2pts)			
Week Of	Days	Homeroom		Period 1		Period 2		Period 3		Period 4		Lunch	Period 5		Period 6		Office Referral	Suspension		Earned!!! Points Staff		Homeroom Grade Calculation	
		INF	INF	INF	INF	INF	INF	INF	INF	INF	INF	INF	INF	INF	INF	INF	INF	IN	OUT	PTS	Initials		
Week 1 August 14 -18	M																						
	TU																						
	W																						
	Th																						
	F																						
	Parent/Guardian Signature _____ +1 for Signature																		Total				
Week 2 August 21-25	M																						
	TU																						
	W																						
	Th																						
	F																						
	Parent/Guardian Signature _____ +1 for Signature																		Total				
Week 3 August 28-September 1	M																						
	Tu																						
	W																						
	Th																						
	F																						
	Parent/Guardian Signature _____ +1 for Signature																		Total				

What is a Citizenship Card?

Your Citizenship Card will be carried with you daily and throughout the school day, during all classes, passing periods, and lunch. This document will be used to tabulate your citizenship grade for your Homeroom class.

How Do I Earn Points?

Students will begin the grading period with 100 citizenship points. You will keep all citizenship points by simply being a good citizen. If a student loses citizenship points, he/she will have the opportunity to earn back points to be eligible for the Citizenship celebration. A student may earn back a **maximum of 25 points** per grading period.

*Students that have been suspended, whether it's an In-House or Out-of-School suspension, **are not eligible to earn back citizenship points to attend the citizenship celebration.**
Students may earn points on their behavior card by volunteering and accumulating points.

10 minutes of Volunteer Work is equivalent to **2 points**.

The following are examples of volunteer work that qualifies for points.

- Assist a custodian after school
- Assist a teacher in a classroom after school (Filing, Stapling, Sweeping, Cleaning, Organizing, or Others)
- Pick up trash in Central Quad, Blacktop, Field, and Elementary Playground
- Assist noon-aides during lunchtime (Cleaning tables, Picking up trash, Sweeping)
- Other Ideas as approved by the Cedarlane Staff

How do I Lose Points?

You will lose points based on infractions on your card. These points will be deducted from the overall 100 points for the grading period.

Your Citizenship is cumulative for the 1st and 2nd Semesters. Each 6 weeks 100 points will be added to the student's citizenship for a total possible score of 300 at the end of each Semester.

What Happens If I Lose My Card?

If you lose your Citizenship Card, an automatic 50 points will be deducted from your overall Citizenship grade for the Grading Period. However, you will have the opportunity to earn back up to 25 points for the Grading Period. Please see section, "*How to Earn Points.*"

Citizenship Card

The Citizenship Card points will be tabulated at the end of each grading period. Shortly after the grading period all students that have earned 80 points or more of their citizenship points will attend a citizenship celebration. The following is a schedule of the tabulation and celebration dates.

<u>Tabulation Date</u> (LAST DAY of each Grading Period)	09/18/26	10/30/26	12/18/26	02/19/27	04/02/27	05/20/27
<u>Citizenship Celebration</u>	10/02/26	11/13/26	01/8/27	02/26/27	04/16/27	5/20/27

Restroom Passes 2026-2027

Student Name _____ Grade _____

Restroom Pass 1	Date _____ Period _____ Time out _____ Time returned _____ Teacher Signature: _____
Restroom Pass 2	Date _____ Period _____ Time out _____ Time returned _____ Teacher Signature: _____
Restroom Pass 3	Date _____ Period _____ Time out _____ Time returned _____ Teacher Signature: _____
Restroom Pass 4	Date _____ Period _____ Time out _____ Time returned _____ Teacher Signature: _____
Restroom Pass 5	Date _____ Period _____ Time out _____ Time returned _____ Teacher Signature: _____
Restroom Pass 6	Date _____ Period _____ Time out _____ Time returned _____ Teacher Signature: _____

Use only as needed. For restroom use only. No cell phone use. Must take a classroom pass.

CEDARLANE ACADEMY - OFFICE SUPPORT FORM

Student Name: _____ Teacher: _____ Grade: K 1 2 3 4 5 6 7 8

A. CLASS 1 OFFENSE: Progressive Student Intervention

Progressive Intervention Starting Date: _____ Date: _____ Period/Time: _____ Location: _____

Violating T-Bird Matrix: ☐ Be Responsible ☐ Initiate Good Safety ☐ Respect Myself & Others ☐ Demonstrate Preparedness ☐ Strive for Success

RESET 1:

____ STEP 1: Verbal warning of any student who interrupts the teacher from teaching or disrupts others from learning. Also, any violation of school rules (see PBIS Discipline Matrix).

Date: _____ Time: _____ Location: _____

____ STEP 2: Teacher strategies (Citizenship Card, Teacher-Student Conference, Change of Seat, In-class Detention w/ Teacher, In-class Behavioral Contract, Refocus Form, Apology, Loss of Privileges, Other: _____)

ATTACH Evidence of Teacher Strategies to Office Support Form.

RESET 2:

____ STEP 3: Parent notification (circle: Phone Call, Email, Note to Parents)

Date: _____ Time: _____

____ STEP 4: Parent Notification & Detention: (circle: Phone Call, Email, Note to Parents) Date: _____ Time: _____

Detention Date: _____ Detention Time: _____ Detention Location: _____

____ STEP 5: Submission to office and consultation with counselor/administrator

Describe Incident in detail (attach separate sheet if more space is needed): _____

B. CLASS 2 OFFENSE: Automatic Incident (a SERIOUS EVENT that jeopardizes the safety of others and/or is in violation of Ed. Code)

Date: _____ Period/Time: _____

Violating T-Bird Matrix: ☐ Be Responsible ☐ Initiate Good Safety ☐ Respect Myself & Others ☐ Demonstrate Preparedness ☐ Strive for Success

Location:

- ☐ Front of School
- ☐ Cafeteria
- ☐ Classroom
- ☐ Library
- ☐ Office
- ☐ Hallway
- ☐ Quad Area
- ☐ Restrooms
- ☐ Lunch Line
- ☐ P.E. Locker Room
- ☐ Playground
- ☐ Other: _____

Offense:

- ☐ Committed Obscene Act
- ☐ Destruction of Property (writing on tables, books, wall)
- ☐ Fighting/Physical Aggression
- ☐ Habitual Profanity (cursing, gestures)
- ☐ Harassment/bullying (emotional, physical, social)
- ☐ Property misuse/Stealing
- ☐ Weapon: _____
- ☐ Other: _____

Describe Incident in detail (attach separate sheet if more space is needed): _____

C. ADMINISTRATRATION: (to be filled out by the office)

____ Detention (campus beautification, after-school, lunch)
 ____ Parental contact (phone/letter)
 ____ Parent conference with student, teacher, administrator

____ In house suspension: _____ day(s)
 ____ School police contacted / Citation: _____
 ____ Suspension : _____ day(s)
 ____ Other _____

Teacher Signature: _____ Date: _____

Counselor/Administrator Signature: _____ Date: _____

Comments: _____