

Lakeside Middle School

11833 Woodside Avenue

Lakeside, CA 92040

“Home of the Broncos”

STUDENT PLANNER 2025 / 2026

SCHOOL PHONE NUMBERS:

LMS Main Office 390-2636
 Attendance Office 390-2642
 LMS Fax 390-2643

COMMUNITY PHONE NUMBERS:

El Capitan High School 938-9100
 LUSD District Office 390-2600
 LUSD Transportation 390-2605

SCHOOL HOURS:

School hours are 8:40 – 3:05 . Students may enter campus at 8:20. School Office Hours are 7:30 AM – 4:00 PM

CLASS SCHEDULE

Period	Subject	Teacher	Room	Notes	Teacher E-mail (...@lsusd.net)
1					
2					
3					
4					
5					
6					
7					

This planner belongs to: _____ Grade: _____

Dates to Remember:

August
18 – School Starts

September
1- Labor Day
26 – Minimum Day

October
6-9 Conferences – Minimum Days
10- No Students, No Teachers
(Exc. 11/12-Mth Employees)

November
10-No Students, No Teachers
11 – Veteran’s Day

24– 28 Thanksgiving Break

December
22 – Jan 2 Winter Break

January
19 – MLK Day
30-Student No School Day

February
9 & 16 Holidays

March
12-13 Conferences/Minimum Day
26- Open House

30- April 10 Spring Break

April
13- Classes Resume

May
22 – Minimum Day
25 – Memorial Day

June
3 – Beach Day
8– Eighth Grade Dance
11 – Final Day – Promotion

SCHOOL RULES AND BEHAVIOR EXPECTATIONS

Rules are necessary for the safety and welfare of all individuals at school. Each student has the right to learn in a **SAFE**, **RESPECTFUL**, and **RESPONSIBLE** environment. Students will dress and act in a manner that reflects positively on themselves, their parents, and their school. Just as adults conform to workplace standards, students must also conform to them. Students are to be courteous to others and respect others' rights, property, and personal space.

1. Students are expected to behave respectfully to all adults on campus, including substitute teachers and noon duty supervisors. Students must follow directions the first time they are given.
2. Substitute teachers are treated like guests. Students are to be ambassadors representing their school and parents. They are to follow all school and classroom rules, plans, and policies.
3. As a sign of respect, all adults are to be addressed as Miss, Mrs., Ms., or Mr.
4. Maintain a high standard of integrity and honesty at all times. Dishonest behavior, lying, cheating, plagiarism, and/or forgery are prohibited.
5. Fighting, play-fighting, hitting, pushing, kicking, tripping, spitting, and other similar behaviors are not permitted. "Messing around" will not excuse these actions. In general, keep your hands, feet, and all objects to yourself.
6. Inappropriate displays of affection are not allowed.
7. Students are to WALK, not run, in the corridors, on pathways, and in the lunch area.
8. Profanity/vulgarity/inappropriate language in writing, speech, or action is not permitted.
9. Gum, sunflower seeds, and any beverages containing caffeine (such as energy drinks) are not permitted anywhere on campus.
10. Items not required for academic purposes at school are not to be brought to campus. This includes, but is not limited to, electronic devices not assigned by the school or district, such as laser pens, tech decks, and games. It also includes items associated with property vandalism, including white-out and permanent markers, aerosol/spray cans containing paint, and blankets.
11. All grooming products (including makeup, perfume, and lotion) are to be stored in a backpack or P.E. locker.
12. Music devices are only allowed at the discretion of the teacher within a classroom setting.
13. **Students are responsible for the proper use and care of their cell phones and electronic devices; therefore, the school is not liable for any lost, damaged, or stolen items.**
14. Students are not permitted to bring food, beverages, or other items onto campus for trade or sale.
15. Lunch:
 - Place your trash and recyclables in the designated cans.
 - See noon supervisors to check out equipment.
 - Due to limited space, only equipment provided by the school is allowed. All other athletic equipment and personal items are to be left at home.
16. Climbing trees or fences is not permitted.
17. Trash will be thrown away in the cans provided, while cans and bottles are to be disposed of in the recycling containers. All students are expected to participate in maintaining a clean campus.

STUDENT DRESS POLICY

Lakeside Middle School is a place of learning. Student dress and appearance should reflect this image. Students should dress for success. Appropriate, modest clothing will not disrupt or detract from the educational process. To help parents and students choose appropriate clothing, the following guidelines have been established:

1. Students shall not wear any clothing that is offensive to others, or could harass, or have a negative impact on an individual's performance. Clothing should not create an intimidating, hostile, or offensive educational environment. This includes spiked jewelry, chains, and wallet chains.
2. Attire and personal belongings may not depict sexual connotations, racial terms, tobacco, alcohol, drugs, weapons, profanity/obscenity, violence, or gangs. Logos and clothing with double mixed messages are not permissible.
3. Writing or drawing on skin or clothing is prohibited.
4. Pants must fit and be worn at the waist.
5. Dresses, skirts, and shorts must reach mid-thigh length. They must have a minimum 3-inch inseam.
6. No crop tops, bare midriffs, plunging necklines exposing cleavage, sheer shirts, tube/strapless tops, halters, bandeau tops, or spaghetti straps are allowed. Sleeveless tanks and shirts must be at least 2 inches wide at the shoulder. A tank top must be worn under muscle tanks that are cut low on the sides.
7. Underwear, boxer shorts, and muscle tank shirts must not be visible.
8. Hats, beanies, hoods, or other head coverings are not permitted **indoors**.
9. Bandanas and sweatbands shall not be worn unless a site administrator grants prior approval.
10. Appropriate shoes must be worn at all times, including shoes with rubber soles.
11. Students are not allowed to bring or carry flags on campus.

Violations are determined at the discretion of the administration. Any violation of the dress code policy will be subject to disciplinary action.

Modifications to this basic policy may be made and announced, as deemed necessary by the administrators, at any time during the school year.

STUDENT INFORMATION

RULES FOR CELL PHONES and ELECTRONIC DEVICES NOT PROVIDED BY THE SCHOOL

Per Lakeside School Board Policy, students are allowed to have cell phones on campus provided that:

- Personal cell phones are turned off and stored in the student's backpack during the entire school day from 8:40 am to 3:05 pm.
- Per Board Policy 5131.8 Misuse of cell phones may result in its confiscation by a District employee.
- In the classroom, electronic devices and headphones/earbuds are permitted at the teacher's discretion.
- Students may not be 'wired for sound' while out of class. "Wired for sound": AirPods or headphone cords threaded through a student's shirt.
- If a student uses a mobile device without permission, they may be disciplined, and a staff member may confiscate the device.
- **The school is not responsible for lost, damaged, or stolen cell phones or any electronic device, including headphones/earbuds. Please note that in the vast majority of instances where students claim their device was "stolen", it is misplaced by the student. If you have any concerns about a device being misplaced, damaged, or stolen, please do not bring it to school. The administration will not investigate these incidents.**

BALLOONS – Please do not send balloons to school with your child. If brought, they will be held in the office until the end of the day.

SCHOOL-HOME COMMUNICATION

The LMS Staff values clear communication between school and home. Student grades are available to parents on Jupiter Grades, and informative emails are sent out regularly. Please contact us with your email address.

STUDENT, PARENT, and SCHOOL PARTNERSHIP

Students experiencing academic problems will receive help from the counselor and teachers. Parents of students not maintaining a minimum GPA of 1.5 will be notified and invited to participate in special activities designed to help strengthen the student, parent, and school partnership. Parents are encouraged to contact the principal, counselor, or vice-principal if they have any questions, issues, or concerns. The school aims to help students achieve success at Lakeside Middle School.

CLOSED CAMPUS

- Only enrolled students and school district employees are permitted on campus during school sessions, unless permission is obtained from the main office and a pass is issued.
- Because the school is responsible for students during the school day, students may not leave the school grounds at any time without permission from the office.
- Parents of students enrolled are welcome to visit classes, and parent volunteers are encouraged and welcome at LMS. However, making arrangements with the teacher or administrator in advance is appreciated. All visitors must sign in at the office.
- Visitor passes are not issued to pupils from other schools unless accompanied by an adult. All visitors are to sign in at the main office upon arrival.
- Food delivery services, such as Uber Eats and Grubhub, are not permitted to deliver food to students.

A few reminders for volunteers while on campus:

1. Please, at all times, set an example for our students and follow school rules.
2. Restrooms are for students only. Please ask for the locations of adult restrooms.
3. You are welcome to bring food for your child; however, please refrain from sharing it with other students.
4. Do not take any pictures of students while on campus.
5. Guests should always be under the supervision of a credentialed teacher and should never be left alone with students.
6. When visiting classrooms, please refrain from interrupting instruction. If you would like to discuss something with the teacher, please schedule an appointment through the front office.

PROMOTION REQUIREMENTS

District policy states that diplomas will be awarded to those eighth-grade students who are in "good standing". This is indicated by (1) a cumulative grade point average (GPA) of 1.5 or higher for all classes (68) taken in the district for which a grade is recorded and (2) a GPA of at least 1.5 during the eighth-grade year. Students who are not in "good standing" may be recommended for retention or advanced to the high school with a certificate of attendance after completion of additional classes. Additionally, students who are not in "good standing" are also considered ineligible and cannot attend Beach Day, the promotion dance, the promotion ceremony, and/or any other promotion activities at Lakeside Middle School.

ELIGIBILITY FOR SPECIAL ACTIVITIES

The ASB, PTSA, and/or school staff will plan various activities to provide students with enjoyment and entertainment. To attend these functions, students must meet the eligibility requirements. Students with two grades of D or below or **students who receive 2 U's in citizenship/effort or any combination of U's in citizenship/effort (except from the same class) on their report card will become**

ineligible for the following trimester. To determine eligibility, 2 N's in citizenship and/or effort will be equivalent to 1 U. Students may also become ineligible for truancy, excessive unexcused tardies, unpaid library or other fees, or discipline issues. Students assigned home suspension may be ineligible for specific functions, including promotion activities, as determined by the administration.

At mid-trimester, Ineligible students will have an opportunity to become eligible by going through an eligibility check when progress reports are issued. All 8th-grade students will be evaluated near the end of the school year to determine eligibility for end-of-year activities.

BRONCO HONOR ROLL

Students who earn all "O" grades in citizenship and no "U" grades in citizenship/work habits are eligible for the Bronco Honor Roll. Two "N's" will be equivalent to one "U."

ACADEMIC HONOR ROLL

All students who earn a GPA of at least 3.5 are eligible for the Academic Honor Roll.

SCHOOL YEARBOOK

The school yearbook is published and distributed at the end of the school year, serving as a record of the year's events. The Publication Class prepares the yearbook, and all students are encouraged to save their money to buy a yearbook. At the end of the year, students who are ineligible due to outstanding books or fines will have their yearbook withheld until the debts are paid.

AFTERSCHOOL ACTIVITIES

Pupils who participate in any after-school activities are required to obtain written parental or guardian permission from the activity sponsor. When school is dismissed, all students staying after school must report directly to the after-school events (LATER) or to the exit areas until a bus or a parent/guardian arrives. Students not participating in a supervised activity must be off campus by 3:15 PM. **Students are not allowed to wait for friends or siblings who are being dismissed at a later time, as there is no adult supervision after school.**

IDENTIFICATION (I.D. CARD)

The school issues (1) plastic-covered I.D. card at no cost to all students.

SCHOOL BUS RULES AND REGULATIONS

Bus riding is a privilege. Pupils being transported are under the authority of the bus driver. Students may be denied transportation privileges for disobeying the rules as stated in LUSD Board Policy 3541.

BICYCLES /SCOOTERS / SKATEBOARDS

- Students who arrive on bicycles or scooters must use the bike rack and lock their bicycles/scooters. All items must be locked.
- Bikes/scooters are not to be ridden through campus at any time.
- **Motorbikes, skateboards, rollerblades, e-bikes, hoverboards, and electric bikes and electric scooters are not permitted.**
- Every student who rides a bike/scooter must have and wear a helmet, by state law.
- In traveling to and from school, all ordinances concerning bicycle safety must be observed.
- The school is not responsible for theft or damage to bicycles/scooters while they are parked and locked in the bike rack.

ASSOCIATED STUDENT BODY (A.S.B.)

The A.S.B. is the student government of the school. This elected group is the student "voice" on campus. A.S.B. has the responsibility to represent students' ideas about school policies and activities. The A.S.B. also sponsors dances and other school activities.

DANCES

Rules and Procedures

- Students must be eligible to attend.
- Students must be present at school on the day of the dance to attend.
- Visitors are not allowed to attend.
- Students should arrive at the dance on time.
- School rules must be obeyed.
- A space of at least 12 inches should be maintained between dancing partners.
- **Students may not leave the dance early unless they are met at the door by a parent or guardian who is listed on the student's emergency card and has signed them out. Parents must sign the student out and provide identification.**
- Students must be picked up on time; otherwise, they will be sent to the LATER Program.

FIRE DRILLS & EMERGENCY PROCEDURES

Fire drills will be practiced monthly as required by the fire department. Earthquake and lockdown procedures will also be reviewed and practiced by students and staff.

If a Fire alarm sounds during lunch, before school, or during a passing period, students are to report to their fifth-period teacher's area.

Students are expected to:

1. File out of the room in a single file line.
2. Remain calm and quiet.
3. Listen for directions from staff and return to the classroom when directed by the teacher.
4. Should the fire alarm sound before school, during the passing period, or at lunch, students will report to the emergency assembly area designated by their Period 5 teacher.

TEXTBOOKS / CHROMEBOOKS / SCHOOL SUPPLIES / FEES

Students are responsible for returning all school materials that are checked out to them. This includes textbooks, library materials, calculators, P.E. clothing, P.E. locks, Chromebooks, accessories, and other school equipment. If the materials are lost or damaged, the student

will be required to pay a fee that covers the cost of damage or replacement. Yearbooks and Certificates of Promotion will be distributed in June, pending clearance of all outstanding text and other fees.

STUDENT INFORMATION
Consequences for Misbehavior

Detentions: Teachers or administrators may assign detentions to students who do not follow classroom or school rules. Students may be assigned detention for tardiness, forgetting homework or materials, or for violations of class or school rules. Teachers may also keep students after school for non-disciplinary reasons (to complete assignments or make up missed tests). It is school policy to notify parents before keeping students after school.

RESTITUTION In the event of damage to or loss of school or other personal property caused by a student, the student may be required to make actual or equivalent restitution.

CLASS SUSPENSION A teacher may suspend any student from his/her class for any of the reasons listed in the following guidelines for up to two (2) school days. The teacher shall immediately report the suspension to the principal or vice principal for appropriate action. During the period of suspension, the teacher will also contact the parent to request a conference regarding the issue.

SUSPENSION OF STUDENTS BOARD POLICY

Students who commit a serious offense may be suspended from school by the principal or vice principal. Parents will be notified, and the following conditions will apply:

1. The student is not permitted on school grounds at any time during the suspension.
2. The student shall not attend or participate in any school activities.
3. During the period of suspension, a hearing may be required to determine if the situation requires consideration for expulsion.

EDUCATION CODE SECTION 48900 Grounds for suspension or expulsion:

- A. 1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except in self-defense.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the student had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal
- C. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, as defined in Section 11053 et seq. and 11014.5 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, including products with an average alcohol content of .05%, placing them below the legal definition of an alcoholic beverage; i.e. near-beer.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 11053 et seq. of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented it as a controlled substance, alcoholic beverage or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school or private property.
- G. Stole or attempted to steal school or private property.
- H. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- K. Disrupted school activities or otherwise defied the valid authority of supervisors, teachers, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school or private property.
- M. Possessed an imitation firearm (a substantially similar replica).
- N. Committed or attempted to commit a sexual assault or a sexual battery.
- O. Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary proceeding for either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA.
- Q. Sexually harassing another to the extent that the harassment is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact on the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This shall not apply to pupils in kindergarten and grades 1 to 3, inclusive.
- R. Engaged in an act of bullying, including but not limited to bullying committed by means of an electronic act, as defined in subdivision (f) and (g) of Section 32261, directed toward a pupil or school personnel
- S. Intentionally engaged in harassment/threats, or intimidation directed against a pupil or group of pupils that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.
- T. Made terroristic threats against school officials or school property or both. For the purposes of this section, "terroristic threat" shall include any statement, whether oral or written, by a person who willfully threatens to commit a crime, which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000.00).
- U. Engaging in, or attempting to engage in, hazing.

UNIFORM COMPLAINT PROCEDURES AND RIGHTS:

UNIFORM COMPLAINT PROCEDURES

Complaints that are based on allegations that the district is failing to adhere to state and federal regulations governing categorical programs or complaints based on the allegations that the district has discriminated based on ethnic group identification, religion, age, sex, color, or physical or mental disability must be filed in accordance with the district's uniform complaint procedure. This policy does not preclude the individual from pursuing other remedies outside the school system. Discrimination complaints may be filed with the Assistant Superintendent, 12335 Woodside Avenue, Lakeside, CA 92040, or by calling (619) 390-2601.

NONDISCRIMINATION The district has a policy of nondiscrimination based on race, color, national origin, sex, religious creed, age, or handicap or medical condition. This policy applies to all students in relation to their participation in programs and activities. The lack of English-speaking skills is not a barrier to admission to or participation in district programs. Reasonable accommodations are made for all students with disabilities. In accordance with federal law, complaints alleging noncompliance with this policy should be filed in writing with the district Superintendent not later than six months from the date the alleged discrimination occurred. The Assistant Superintendent shall complete the investigation of the complaint and prepare a written decision. The District's decision may be appealed to the California Superintendent of Public Instruction within fifteen days of receiving the decision.

SEXUAL HARASSMENT

Sexual harassment is illegal and is considered a form of sexual discrimination under the Civil Rights Act Title VII, the Civil Rights Act of 1991, and Title IX of the Education Amendments of 1972.

All students have a right to be educated in an environment free from sexual harassment. The governing board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the district. Any incident of sexual harassment will be immediately reported to the principal/designee, a district administrator, or the Assistant Superintendent. All complaints of sexual harassment will be investigated in confidence and promptly resolved.

"Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission is the condition of a student's academic status or progress, the basis for educational decisions, or is used as a basis for any decision affecting the student regarding benefits, services, honors, or activities.
2. It creates a negative impact on the student's performance or creates a hostile school environment.

Other examples of sexual harassment are, but not limited to:

1. Unwelcome staring, leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Unwelcome graphic verbal comments about an individual's body or an overly personal conversation.
4. Unwelcome sexual jokes, stories, drawings, pictures, or gestures.
5. Unwelcome spreading of sexual rumors.
6. Unwelcome touching of an individual's body or clothes in a sexual way.
7. Limiting academic or student activity privileges for unwanted sexual conduct by students or staff.
8. Displaying sexually suggestive objects in the educational environment.

Sexual harassment may occur between students, between staff and students, between students and staff, between females and males, between males and females, or between males and males, or between females and females.

CONFIDENTIALITY

Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints investigated are confidential and therefore will only be discussed on a need-to-know basis as a means of analyzing and resolving the matter.

RETALIATION

The District forbids retaliation against anyone who reports alleged harassment.

COMPLAINTS AND RESOLUTIONS - PROCEDURES

Students who perceive comments, gestures, or actions as offensive should directly inform the person engaging in such conduct that their behavior is offensive and must stop.

If the matter is not resolved informally within a reasonable period following the act or condition giving rise to the complaint, the student should submit it verbally or in writing to a teacher or an administrator. Complaints must be filed within 10 school days after the complainant knew or should have known of the circumstances which gave rise to the complaint. Late-filed complaints will be processed at the discretion of the District. This does not preclude the individual from pursuing other remedies outside of the school system (i.e., civil litigation or a restraining order).

Sexual harassment or discrimination complaints can be filed with a teacher, site administrator, Title IX Coordinator, or Assistant Superintendent for Educational Services, located at 12335 Woodside Avenue, Lakeside, CA 92040, or by calling 619-390-2601.

BULLYING

Harassment or bullying in any form is not tolerated at Lakeside Middle School. Any pupil or school staff member who believes he/she has or is being subjected to bullying or cyberbullying, as well as any person who has reason to believe a pupil or school staff member is being subjected to or has been subjected to bullying or cyberbullying should immediately make a report to a school staff member, teacher, or principal. Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator.

Complaints of bullying shall be investigated and resolved in accordance with site-level procedures. Incidents shall be reported per Education Code requirements.

If the bullying or cyberbullying includes any aspect of a threat, the Principal or designee may report to local law enforcement.

The district may provide students with instruction, in the classroom or other educational settings, that promotes communication, social skills, and assertiveness skills and educates students about appropriate online behavior and strategies to prevent and respond to bullying and cyberbullying.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Harassing/Bullying behavior is characterized by the following:

- ❖ **It is repeated - typically repeated over time.**
- ❖ **It is intentional - it is intended to hurt the target.**
- ❖ **It involves an imbalance of power or strength in favor of the individual engaging in the behavior.**

DISCIPLINE AND CONSEQUENCES FOR HARASSMENT/BULLYING

If the Principal or designee believes that a student engaged in cyberbullying or bullying on school premises, or off campus, in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, he or she shall be subject to discipline in accordance with district policies and regulations. (District Policy 5131-student behavior, and 5145-sexual harassment). If the student is using a social networking site or service that has terms of use prohibiting the posting of harmful material, the Superintendent or designee may also file a complaint with the Internet site or service to have the material removed.

Some acts of bullying or cyberbullying may be isolated incidents requiring the school district to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of bullying or cyberbullying that require a response either at the classroom, school site, District level, or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of bullying or cyberbullying range from positive behavioral interventions to suspension or expulsion. Additionally, bullying or cyberbullying using district technology is prohibited and violates Board Policy 6163.4. Consequences for cyberbullying occurring away from school grounds shall be imposed when the conduct materially and substantially disrupts school operations or interferes with the rights of others.

ATTENDANCE INFORMATION

ATTENDANCE: Phone # 390-2636 ext. 6090 or press '1' on the menu.

State law requires that all pupils be in school during all days and all hours that the school is in session. If you will be absent, please have your parents call as soon as possible on the day of the absence. The attendance line is available for messages 24 hours a day. The school is required by California State law to excuse absences only in the case of:

- Illness, injury, or quarantine.
- Necessary medical, dental, or optometry attention.
- Funeral for immediate family.
- Exclusion for no immunization record.

If the student's absence is for an unexcused reason, such as vacations, sports, or family events, and the office has been notified, you will still receive notifications regarding the absence. It is the student's responsibility to complete missed assignments for the days they are absent, unless the student misses five or more days, in which case an Independent Study contract must be requested (see below). Students may email teachers and/or check JupiterEd for missed classwork and homework assignments. **Students are expected to make up for all missed work.**

Students who miss a significant amount of school and receive multiple attendance letters will be considered for an attendance agreement with the school-based probation officer.

INDEPENDENT STUDY PROGRAM

To allow students to receive credit for coursework while on an extended family vacation or for other valid reasons, a program of independent study may be provided if the absence is five consecutive school days or longer. Arrangements should be made with the attendance office **at least two weeks in advance of the absence.**

TARDINESS

Any student arriving on campus after 8:40 a.m. must report to the attendance office to obtain a tardy slip. Tardy students disrupt their class and miss out on necessary instructional time.

Unexcused tardies exceeding 30 minutes are considered truancy and will be reported to the administration.

When a teacher or staff member causes a student to be late to the next class, the student should ask that responsible person for a pass.

TRUANCY

Truancy is an unexcused absence from school or class. When a student is truant, his/her parent will be contacted. **Truant students may become ineligible and will be assigned to Saturday Attendance Recovery.** If truancy becomes habitual, the matter will be referred to the School Attendance Review Board (SARB), as per California State Education Code.

AROUND CAMPUS

COUNSELING OFFICE

Our school counselor is available in the counseling office to help all students with issues and concerns. Information and advice about programs, graduation, and courses of study may be obtained from the counselor. The counseling office is open all day. Students are welcome to make appointments for any reason. Passes to visit the counselor during class time are available from the counselor or each teacher.

SCHEDULE CHANGES

Schedule changes are a matter for the counseling office and must be initiated by a staff member or parent. A change will be made only when there is no better solution, and all parties to the move have been consulted.

LIBRARY

Students are expected to be considerate and follow the library rules. These are:

Students may check out one (1) book at a time, and are expected to return the book on the date it is due. Library books are checked out for approximately two (2) weeks, and some textbooks are available to borrow overnight. A book may be renewed as many times as the student desires unless another student has reserved it. Books more than 30 days late are considered lost. Payment must be made for lost or damaged books before the borrower will be permitted to check out other books or materials. Yearbooks and Certificates of Promotion will be distributed in June, pending clearance of all outstanding text and other fees.

LOST AND FOUND

Students are responsible for any loss or damage to their property. The school will try to protect all personal property, but is not responsible for it. Lost and Found articles should be reported to the office. Found clothing will be put in the box outside the food service area. All unclaimed articles will be given to charity. Lost books may be turned in or claimed at the library.

HEALTH SERVICES

The health office is located in the main office building. The health clerk is available to administer basic first aid, maintain health records, and assist students as needed.

When an illness or injury occurs at school, the student should request a pass to the health office from a teacher. If the student requires further treatment or care and needs transportation home or to a doctor, contact will be made with the parent or other designated person.

All accidents occurring in school buildings, on school grounds, during practice sessions, workshops, or athletic events sponsored by the school must be reported to the person in charge and the health office immediately.

PHYSICAL EDUCATION

Gym clothing and athletic shoes are required for all students. The recommended uniform and combination lock are available for check-out, and must be returned at the end of the year. Students will be charged for the lock if it is not returned. If a family would like to purchase a uniform and lock, the school has items available on our website. Each student is expected to dress and participate in P.E. daily. The only alteration to PE uniforms should be the student's name, which is to be written in permanent marker in the designated spaces. PE uniforms may not be worn outside of school, except during PE classes and scheduled PE events. Dance PE class has different uniform and shoe requirements that are available on the website. Combination locks are required for PE lockers to secure personal belongings. We are not responsible for lost or stolen items. **A reminder to students and parents that PE lockers are considered school property and may be searched from time to time for health, safety, or maintenance reasons.**

P.E. EXCUSES

Students who are to be excused from participation in P.E. for 1-3 days must have a written parent note/email. If the absence lasts longer than three days, the student must provide a written excuse from a doctor, including the start and end dates of the absence. The written excuse should be taken to the office upon arrival at school.

ACADEMIC INTEGRITY

Honesty is a valued character trait at LMS. Our school has a fundamental obligation to promote, model, and otherwise educate students about the importance of this basic value. Administrators, faculty, staff, and students should practice and emphasize integrity and ethical conduct in all relationships and situations.

Cheating of any kind while completing course requirements (e.g., taking examinations, completing essays/projects/assignments) is a personal violation of the high standard of behavior we strive to maintain.

Examples of Academic Dishonesty:

- Having any unauthorized notes (whether written or digital) out during a test, quiz, or essay
- Looking at another student's test or answer sheet
- Gaining access to a test or test questions before the test is given
- Copying someone else's work or loaning your work to another student, even if the other student promises not to copy it
- Copying material from a book or website to use in an essay, project, or assignment without using quotations or citing your sources and representing it as your work (Plagiarism)
- Texting/emailing to send or receive answers for any assignment, test, or project
- Using an essay or project completed by a sibling, relative, or friend from another class or previous year and representing it as your work
- Allowing a friend, relative, classmate, or tutor to do your assignment for you
- Theft of a test/other reference material, etc., from a teacher's classroom, files, or personal property

If any of the above incidents occur, a student may lose all points for that assignment and receive consequences for Academic Dishonesty. Possible consequences may include, but are not limited to, the following: parent notification, detention, referral, reduced citizenship, effort, and/or academic grade, and placement on the ineligible list.

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