

SCHOOL RULES AND EXPECTATIONS

Rules are necessary for the safety and welfare of all individuals at school. We stress that each student is to be **SAFE, RESPECTFUL** and **RESPONSIBLE**. Violations of the following rules may result in a parent call, school service, after school detention, restriction from activities, and/or possible suspensions.

- SCHOOL CLIMATE:

At Tierra Del Sol a high emphasis is placed on maintaining positive relationships. Students and adults seek to motivate, empower, and inspire one another. Put-downs, forms of harassment, bullying, and other negative behaviors are not tolerated.

1. Fighting, hitting, pushing, kicking, tripping, spitting, and horseplay are not allowed.
2. Students are to be courteous to and respect the rights and property of others.
3. Students are to walk, not run, in the corridors, on pathways, and in the lunch area.
4. Trash will be thrown away in the cans provided, and all students will participate in helping maintain a clean and safe campus.
5. Profanity/vulgarity in writing, speech or action is not tolerated.
6. Students are expected to behave respectfully to all adults on campus, including substitute teachers.
7. **Gum is not permitted anywhere on campus.**
8. Items not required for academic purposes at school are not to be brought to campus. This includes, but is not limited to:
 - electronic devices such as cameras
 - toys such as laser pens, tech decks, cards, and games
 - items associated with vandalism of property such as white out, permanent markers
 - aerosol/ spray cans
9. The climbing of trees and fences is not permitted. All planter boxes are off limits.
10. Inappropriate and overt displays of affection, such as kissing, fondling and prolonged embraces are not allowed.
11. Food or Drinks are not allowed in classroom, unless permitted by the teacher.

EXPECTATIONS FOR CLASSROOM BEHAVIOR

Students are to:

1. Be in class prior to the bell, with homework, and all necessary items.
2. Follow teacher's instructions, remain on task, use class time wisely, and give each assignment their best effort.

STUDENT GROOMING / DRESS POLICY

Tierra del Sol Middle School is a place of learning. Student appearance and dress should be a reflection of a serious learning environment. The following middle school dress code has been adopted in accordance with California Education Code, Section 48907. We appreciate your support and adherence to these guidelines.

The grooming and dress of all students must be neat, clean, and inoffensive to others. Students are expected to dress for school in a manner, which supports the learning process and follows these guidelines:

1. Appropriate shoes must be worn at all times. Heels must be no higher than two inches.
2. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, purses, etc.) shall be free of writing, pictures or any insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions, and likeness, or which advocate death, violence, racial, ethnic or gender bias, or religious prejudice.
3. Hoods may not be worn on campus while indoors at any time. Religious headwear is permitted.
4. Clothes shall be sufficient to cover undergarments at all times. See-through or fishnet fabrics without additional coverage, halter tops, off-the-shoulder tops, plunging necklines exposing cleavage, strapless or tube tops, backless shirts, and bare midriffs are prohibited. Skirts and shorts that are inappropriate in length (they must reach the bottom of the hands when fisted with arms straight to the sides) and a disruption to the learning environment are strictly prohibited. Undergarments such as bras, boys and girls underwear, and undershirts must not be visible.
5. Jewelry with sharp, jagged, or pointed parts which could injure students are not allowed. Chains that hang from pockets or belts are not allowed.
6. Students bodies must be clean and clothes must be recently washed so as to promote a healthy school environment. Hair shall be clean, neatly groomed and not disruptive to the learning environment. Writing on skin or clothing is prohibited.

The school may impose additional dress requirements to accommodate the needs of certain activities in classes (P.E., Art, Science, etc)

Modifications to this basic policy may be made and announced as deemed necessary by the administration.

BREAKFAST AND LUNCHTIME ETIQUETTE

During breakfast and lunch students are expected to:

1. Follow school rules. Be courteous and respectful.
2. Practice good sportsmanship while participating in games or competitions.
3. Join food lines at the end. Do not take cuts in the front or middle of a line.
4. Help keep the campus clean by putting trash and uneaten food in cans provided.
5. Remain within the breakfast/ lunch boundary areas when eating food. Items purchased in the lunch area must remain in the lunch area.
6. See the duty supervisors for restroom passes and equipment check-out.
7. Students may not bring food, beverages or other items onto campus for trade or sale.
8. Soda, caffeinated, and high-energy beverages (including Starbucks, Redbull, etc) are not allowed.
9. Home made items such as cakes and cookies that are brought to share are not allowed.
10. The throwing of food or liquid items is prohibited.

BICYCLES/ ROLLER BLADES/ SKATEBOARDS

1. Violations to the below may result in loss of privileges.
2. Students who arrive on bicycles or scooters must use the bike rack and lock their own bicycle or scooter.
3. Bikes and scooters are not to be ridden on school grounds.
4. While riding to and from school by bicycle or scooter, all ordinances for bicycle safety must be observed including the wearing of a helmet. Helmets are required by law.
5. Motor bikes are not permitted.
6. The school is not responsible for theft or damage to bicycles/ scooters while they are parked in the bike rack.
7. Skateboards and roller blades are not allowed at school.

SCHOOL BUS RULES AND REGULATIONS

Riding a district school bus is a privilege. For the safety of all, students being transported by bus are under the authority of the bus driver and may be denied transportation privileges for disobeying the rules as stated in LUSD Board Policy 3541. Students may also face consequences at school for inappropriate bus behavior.

ASSEMBLIES AND BEHAVIORAL EXPECTATIONS

Assemblies are a scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. In addition, they provide the opportunity for students to practice appropriate audience behavior. Regardless of the type of assembly, courtesy demands that students are respectful and appreciative.

CLOSED CAMPUS

1. Only enrolled students and school district employees may be on campus when school is in session unless permission is obtained through the main office.
2. 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. Students leaving class or school without permission will be considered truant.
3. After arriving at school, students are not permitted to go to the parking lot or off the school grounds without permission and knowledge of the school staff.
4. Parents of pupils are welcome and encouraged to visit classes. Please make arrangements with the teacher or an administrator in advance whenever possible. Visitors are to sign in at the main office upon arrival.
5. Visitor passes are not issued to pupils from other schools.
6. Flowers, balloons and other celebratory items are to remain in the office during class time.
7. Lunches brought to students must be given to students through the front office.

DANCES

Rules and Procedures

1. Without exception, students must be eligible to attend.
2. All school rules and behavioral expectations apply.

3. Students must obtain a pass to leave the dance area for use of restrooms or the pay phone.

Students should arrive to dances on time, and may not leave the dance early unless met at the door by a parent.

Guests from other schools are not allowed at dances.

Dancing must be appropriate and respectful.

Penalties

Students who do not observe dance rules will be removed from the dance, parents will be notified to come and take them home, and they may be ineligible to attend the next dance. Based on the offense, students may also face other disciplinary action.

FIRE AND EMERGENCY DRILLS

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

Students are expected to:

File out of the room in single file.

Remain calm and quiet.

Listen to directions from staff and return to the classroom when instructed by the teacher.

Should the fire alarm sound before school, during passing period, or at lunch, students are to report to the emergency assembly area of their **HOMEROOM** teacher.

TEXTBOOKS / SCHOOL SUPPLIES / FEES

Students are responsible for all school materials checked out to them. This includes planners, textbooks, library materials, calculators and other school equipment. If materials are lost or damaged, students will be required to pay a fee that will cover the damage or replacement cost. Report cards and Certificates of Promotion will be held in June until all text and other fees are cleared. Failure to do so may affect eligibility.

Specialty classes, and art, charge nominal fees for materials consumed or used and for items taken home by the student.

*** CONSEQUENCES ***

DETENTIONS

Teachers or administrators may assign detentions for students who do not follow classroom or school rules. Students may be assigned detentions for tardiness, forgetting homework or materials or for failure to return signed forms. Teachers may also keep students after school for nondisciplinary reasons, such as to complete assignments or make up missed tests. It is school policy to notify parents prior to keeping students after school. Home detentions may also be assigned for parent follow up. Failure to serve detentions will result in escalated consequences.

RESTORATIVE JUSTICE/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.

SATURDAY SCHOOL

As an alternative to suspension, or to make up truancy, students may be assigned to a 4 hour class held on a Saturday. Students must complete written assignments provided by the assistant principal and teachers. Students who

are assigned more than one Saturday School in a quarter may become ineligible. Failure to serve Saturday School may result in lowered citizenship and/or school suspension and a parent meeting.

SUSPENSION FROM CLASS

A teacher may suspend any student from his/her class for any of the reasons listed in the following guidelines. The teacher shall immediately report the suspension to the administration for appropriate action. As soon as possible, the teacher will also contact the parent to set up a conference regarding the suspension.

SUSPENSION OF STUDENTS - BOARD POLICY

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

1. The student is not to be on the school grounds at anytime during the suspension.
2. The student shall not attend or participate in any school activities.
3. Students suspended from school will lose eligibility status for a period of time to be designated by administration.

A student may be suspended for any of the following:

- A. Causing, attempting to cause, or threatening to cause physical injury to another person.
- B. Possessing, selling or otherwise furnishing any firearm, knife, explosive, or other dangerous object (including firecrackers, explosive noisemakers, lighters and imitation weapons).
- C. Possessing, using, selling, otherwise furnishing, or being under the influence of any controlled substance (including unauthorized prescription medication), an alcoholic beverage or an intoxicant of any kind, including products with an average alcohol content of .05% (near-beer).
- D. Unlawfully offering or arranging 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 selling or furnishing to any person another liquid, substance, or material and representing it as a controlled substance, alcoholic beverage or intoxicant.
- E. Attempting to commit or committing robbery or extortion.
- F. Causing or attempting to cause damage to school or private property, including electronic files.
- G. Stealing or attempting to steal school or private property.
- H. Possessing or using tobacco or any product that contains nicotine.
- I. Committing an obscene act or engaging in habitual profanity or vulgarity.
- J. Unlawfully possessing, offering, arranging, or negotiating to sell any drug paraphernalia (as defined in Section 11014.5 of the Health and Safety code).
- K. Disrupting school activities or otherwise defying the valid authority of supervisors, teachers, or other school personnel engaged in the performance of their duties.

- L. Knowingly receiving stolen school or private property.
- M. Possessing an imitation firearm.
- N. Committing or attempting to commit sexual harassment, assault or sexual battery.
- O. Harassing, threatening, or intimidating a student who is a complaining witness.
- P. Unlawfully offering, arranging to sell, or selling the prescription drug Soma.
- Q. Engaging in, or attempting to engage in, hazing.
- 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 specifically toward a pupil or school personnel.
- S. Sexually harassing another to the extent that the harassment is considered to be sufficiently severe or pervasive to have a negative impact on the individual's academic performance or creating an intimidating, hostile, or offensive educational environment.
- T. Intentionally engaging in harassment, threats, or intimidation, directed against a pupil or group of pupils that is sufficiently severe or pervasive to have the effect of disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils.
- U. Making terroristic threats against school officials or school property, or both.

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 on the basis of 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 calling (619) 390-2601.

NONDISCRIMINATION

The district has a policy of nondiscrimination on the basis of race, color, national origin, sex or handicap. This policy applies to all students insofar as participation in programs and activities are concerned. The lack of English-speaking skills is not a barrier to admission to or participation in district programs. Reasonable accommodation is made for all handicapped students. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to 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.

BULLYING and CYBER BULLYING (Board Policy 5131.2)

Bullying is prohibited on school grounds, at school-sponsored or school-related activities, at school bus stops, on school buses, or through the use of technology or an electronic device. Bullying means the severe or repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of: (i) causing physical or emotional harm or damage to the other student's property; (ii) placing the other student in reasonable fear or harm to himself or his property; (iii) creating a hostile environment at school; (iv) infringing on the rights of the other student; or (v) disrupting the education process or orderly operation of the school.

SEXUAL HARASSMENT *Sexual harassment is illegal and is considered a form of sexual discrimination under the Civil Rights Act Title VII, 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 academic 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, jeering, 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 from students or staff.
8. Displaying sexually suggestive objects in the educational environment.

Sexual harassment may occur student to student, staff to student, student to staff, female to male, male to female, male to male, or female to female.

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 investigating 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 to be offensive should directly inform the person engaging in such conduct that such conduct is offensive and must stop. In the event the matter is not resolved informally within a reasonable period of time following the act or condition, giving rise to the complaint, the student should submit 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, administrator, Title IX Coordinator, or Assistant Superintendent for Education Services, at 12335 Woodside Avenue, Lakeside, CA 92040, or called to (619) 390-2601.

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 (6-8) 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" are considered ineligible and will advance to the high school with a certificate of attendance. Additionally, these students may not attend Field Day, the promotion dance, the promotion ceremony and other promotion activities at Tierra del Sol.

GRADING AND CHARTING PROGRESS

Report cards are issued at the end of each trimester. The following marking system is used:

Academic

A=Outstanding
B=Superior
C=Satisfactory
D=Poor
F=Failure

Citizenship

O=Outstanding
G=Good
S=Satisfactory
N=Needs Improvement
U=Unsatisfactory

Progress reports are used to inform parents of their child's progress in class. They are usually given out during the middle of each quarter, but may be handed out at any time.

ELIGIBILITY FOR SPECIAL ACTIVITIES

A number of activities are planned each year by the ASB, PTSA and/or school staff for the fun and enjoyment of students. Following is a list of some of these activities:

1. Trips to theme parks

2. Dances
3. Field Days, assemblies, and extra activities

To participate in these functions, students must be eligible. Eligibility is determined each quarter based on students' **citizenship and effort/conduct grades. Students who earn 2 or more U's become ineligible. 2 N's will be computed as equivalent to 1 U.** Students may not lose eligibility based only on grades earned in a single class. Students may also become ineligible due to truancy, unpaid library or materials fees, multiple assignments to Saturday School and ALC, or home suspension. Students may also be declared ineligible based on isolated incidents of serious misconduct occurring on school grounds, to and from school, or at school activities.

At mid-trimester, students who are ineligible will have one opportunity to regain eligibility. After progress reports are issued, the assistant principal will initiate this check with teachers. The check must reflect improved citizenship and indicate that the student has met the above stated eligibility standards. Students who become eligible based on this check will be notified. A final eligibility check for **all 8th graders** is done approximately one week prior to end of the year activities to see if they have met the eligibility requirements.

Students in the 6th or 7th grade who become ineligible based on their 3rd trimester grades may participate in activities during the first half of the first quarter of the following year, but must complete an eligibility check to remain eligible for the remainder of the 1st quarter.



STUDENT RECOGNITION AND AWARDS

YEAR-END AWARDS

At the end of the school year, awards are given in every subject area to students who have demonstrated outstanding academic achievement, citizenship and effort. The selections for these awards are made by a committee of faculty members and school administrators.

PRINCIPAL'S LIST

Each quarter, students whose grade point average is 3.83 to 4.0 will be placed on the Principal's List. In addition to regular school activities, these students will receive additional special privileges.

ACADEMIC HONOR ROLL

Each quarter, students who earn a GPA of 3.5 to 3.82 are eligible for the Academic Honor Roll. The names of the students who qualify will be posted in the office. In addition to regular school activities, these students will receive additional special privileges.

ASSOCIATED STUDENT BODY (ASB)

The ASB is the student government of the school. This elected group is the student's "voice" on campus. ASB is responsible for representation of student ideas on school policies and

activities. The ASB also sponsors dances and other activities at school. Representatives of ASB serve on the School Site Council (SSC) and assist the SSC members in making decisions regarding school programs and budgeting.

ATTENDANCE - PHONE (619) 390-2559

State law requires that ALL pupils be in school during ALL days and ALL hours that school is in session. **If a student is absent, a parent/guardian should call between 7:00 and 3:30 on that day.** The school is required by California State law to permit absences only in the case of:

1. illness, injury or quarantine
2. necessary medical, dental or optometry appointments
3. funeral for immediate family
4. exclusion for no immunization record (first 5 days)

Most other absences are unexcused UNLESS the student completes an Independent Study Contract (see below). It is the student's responsibility to get missed assignments when absent (by calling Homework Hotline or a friend). **Students are expected to make up all missed work. Excessive absences could result in an attendance contract. It is the parent's responsibility to clear an absence by either phone call or note the next day.**

Jupiter Grades (jupitergrades.com)

Our school uses the JupiterGrades website to help keep you informed about your child's progress. You can login anytime to check your child's current grades, homework, missing assignments, test scores, and to contact teachers. It's completely secure so no one else can see your personal information. Go to snapgrades.net. Click on the login button at the bottom of the page and fill in the required information.

INDEPENDENT STUDY PROGRAM

So that students may receive credit for course work while on an extended family vacation or another valid reason, a program of independent study may be provided. Independent Study Contracts will be written for absences no less than 5 school days, but no longer than 15 school days. Arrangements must be made with the Attendance Clerk at least **five (5)** school days in advance of the absence. All completed work must be turned in upon return to receive credit for the days of absence.

TARDINESS

Any student arriving on campus after 7:40 a.m. must report to the attendance office for an admission slip. Tardy students disrupt class and miss out on important instructional time.

The following consequences apply to all unexcused tardies:

- | | |
|-------------------|----------------------|
| 1st and 2nd tardy | Warning |
| 3rd and 4th tardy | Classroom detentions |

Unexcused tardies greater than 30 minutes are considered truancies and will be treated as such. Unexcused tardies disqualify students from receiving perfect attendance awards.

When a teacher or staff member causes a student to be late to the next class, the student should ask that responsible person to sign his/her planner. Planners are used as hall passes.

TRUANCY

Truancy is an unexcused absence from school or class. When a student is truant, his or her parents will be contacted. **Students who are truant may become ineligible and will be assigned Saturday School.** If truancy becomes habitual, the matter will be referred to the School Attendance Review Board (SARB), an agency of the Juvenile Courts.

TRANSFERS AND WITHDRAWALS FROM SCHOOL

Any pupil changing schools must apply at the attendance office for the necessary transfer papers. A check-out sheet will be given to the student, which must be signed by all teachers and the school librarian. A copy of the checkout sheet is placed in the student's folder and the folder is forwarded to the student's new school when requested.

COURSE REQUIREMENTS AND SELECTION

All 6th, 7th, and 8th grade students will take the required subjects as outlined in the California State Frameworks. These subjects include language arts-literature, social studies, math, science and physical education. In addition, each middle school student will participate in a variety of exploration classes through electives. Based on student needs, student may also be assigned intervention.

BEFORE / AFTER-SCHOOL ACTIVITIES

Before school, students are to remain outside the campus gates until the 7:10 a.m. bell rings. After this bell rings, students are expected to be inside the central quad area, where appropriate supervision is provided. At the end of the day when school is dismissed, students staying after school must report directly to after school events. All other students will wait in exit areas until the bus or a parent arrives. Students are not allowed to wait for friends or siblings. There is no adult supervision before 7:10 a.m. or after 2:10 p.m.

IDENTIFICATION (I.D. CARD)

The school issues one plastic-covered I.D. card at no cost to all students. **Students should have their I.D. card in their possession at all times.** I.D. cards are required for dance admittance, to check out library books, equipment and for other school activities.

Replacement I.D. cards are required and available from the librarian for a \$3.00 fee.

SCHOOL YEARBOOK

The school yearbook is a record of the events of the year. It is prepared by the Yearbook Class/ Club and all students are encouraged to save their money to buy a yearbook early as the price increases later in the year. Yearbooks are distributed at the end of the school year. At that time, any students who are ineligible due to outstanding books or fines may have their yearbook held until debts are paid.

*** Tds Tidbits ***

MAIN OFFICE

The main office is open to students from 7:10 a.m until 2:10 p.m. Students and parents may also check-in to see the attendance clerk, health clerk, principal or assistant principal.

During class time, students must have a signed planner pass for the Main Office. Students who visit the office are expected to conduct business promptly and quietly.

COUNSELING OFFICE

Our school counselors are available in the counseling office to assist students. Information and advice regarding programs, graduation, and courses of study may be obtained from the counselor. The counseling office is open all day, and students are welcome to make appointments for any reason. Passes to visit the counselor during class time are available from the counselor or students' teachers.

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

Tierra del Sol is also fortunate to have a peer mediation program (PALS) that supports students in resolving conflicts with others.

LIBRARY

The library is open every school day and is a learning place for everyone. Students are expected to be considerate and adhere to the following library rules:

1. Enter the library in an orderly manner.
2. When in the library speak in a whisper.
3. All school rules apply in the library.
4. Be courteous to others and respect their property.
5. Eating is not allowed in the library.

Students may check out three (3) books at a time, and are expected to return the books on the date they are due. Library books are checked out for a period of two (2) weeks, and some textbooks are available to borrow overnight. A book may be renewed as many times as the student desires, unless the book is reserved by another student. 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. Report cards and Certificates of Promotion shall be held in June until all textbook and other library fees are cleared.

LOST AND FOUND

Students must assume sole responsibility for loss or damage to any property belonging to them. The school will try to protect personal properties, but is not responsible for them. Found articles should be turned in at the main office. Found clothing will be placed on the rack near building C. Periodically 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 for administering basic first aid, maintaining health records and assisting students as needed.

ALL medications (prescription and non-prescription) must remain in the Health Office. Prescription medications can only be dispensed by the Health Clerk with written authorization from a certified physician. Non-prescription

medications can be administered when verified with written parent permission.

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

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

TELEPHONES

The telephone in the main office is available for **emergency use only**. In order to minimize classroom disruptions, office staff can deliver only emergency messages to students. All other non-emergency messages should be arranged before or after school hours.

CELL PHONES and I PODS (MP3 PLAYERS)

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

- 1) Cell phones remain OFF during school hours (7:35 AM – 1:55 PM).
- 2) Cell phones are to remain in backpacks during school hours.
- 3) MP3 players (ex. I pods) are not allowed during passing period or lunch time.
- 4) In an effort to promote school safety and to enhance learning, modifications to these rules may be made at the discretion of teachers or administration.

Students who fail to follow these rules will have their cell phone confiscated and given a warning. After the warning, confiscated cell phones will be taken to the office for parents to pick up. After the fourth time, students will not be allowed to have their cell phone in their possession during school hours. MP3 players are only allowed at the discretion of the teacher. **The school is not responsible for lost or stolen cell phones or MP3 players.**

CAFETERIA SERVICES/SNACK BAR

Hot lunches and snacks are provided for students who wish to purchase them. Free and reduced price lunches are available for qualified families. Applications are available through the health office. Student accounts are available for parents who wish to pay ahead for student lunches.

PHYSICAL EDUCATION

Gym clothing and athletic shoes are required for all students. The recommended uniform may be purchased from the P.E. teachers. Each student is expected to dress and participate in P.E. daily. P.E. lockers are considered school property and may be searched at any time for the health and safety of students.

All items of value should be locked in P.E. lockers while students are in P.E. The school is not responsible for

items not locked up appropriately. The school will try to protect personal properties, but is not responsible for lost or stolen items.

P.E. EXCUSES

Students who are to be excused from participation in P.E. for a period longer than three days must have a written excuse from a doctor. The length of time the excuse is to be valid should be noted. The medical excuse should be taken to the Health Clerk before school. Students on medical leave will still be expected to dress out.