

Holmes Middle School
 Holmes International Humanities Magnet
 9351 Paso Robles Avenue
 Northridge, CA 91325-2599
 (818) 678-4100
<http://holmesms.org>



HOLMES EAGLES

Be Safe

Be Respectful

Be Responsible

Administration

Principal	Kim D'Aloisio
Assistant Principal	Mari Ann Aguilar
Assistant Principal, SCS	Thelma Ponce

Support Staff

College/Career Coach	Paul De Bonis
Dean of Students	Hector Varela
Magnet Coordinator	Cliff Roman
SAS/Intervention Coordinator	Chau Cao
School Administrative Assistant	Celeste Robinson
School Nurse	Melinda Duran
Title I/TSP Coordinator	Martin Betancourt
Counselor, 8 th Grade	Adrienne Anselmo
Counselor, 7 th Grade	Vivienne Bocarsly
Counselor, 6 th Grade	Wes Fukuchi

Cafeteria Manager	Cristina Moncada	Office Technician	Lina Al-Awar
Campus Aide	Steven Perez	Office Technician	Sandra Ruiz
Campus Aide	Anthony Sendin	Parent Liaison	Isabel Keossian
Financial Assistant	Rachel Zaragoza	Plant Manager	David Munoz
Financial Manager	Jui Tsai	Senior Cafeteria Worker	Karen Jiménez
GATE Coordinator	Robyn Albaeck	Senior Office Technician	Isabella Kent
Library Aide	Elyse Kroop	Senior Office Technician	Loyda Zapata
Micro Computer Support Assist.	Daniel Perez	Special Education Coordinator	Cathy Tabor

This Student Planner belongs to: _____ Grade _____ Advisory Rm. _____

As a family we have read and understand the expectations for a successful experience at Holmes Middle School and Holmes International Humanities Magnet.

Parent Signature:	_____	_____	Date _____
Parent Signature:	_____	_____	Date _____
Student Signature:	_____	_____	Date _____

Welcome to Oliver Wendell Holmes Middle School and Holmes International Humanities Magnet. Our school has earned a proud reputation among students, parents, staff, and community. We trust that you will build upon that reputation and enjoy a productive year. This handbook will acquaint you with our school, its policies, rules, and activities. The teachers and administrators want you to be a responsible citizen of Holmes Middle School or Holmes International Humanities Magnet. Use this information as a guide and make each year successful.

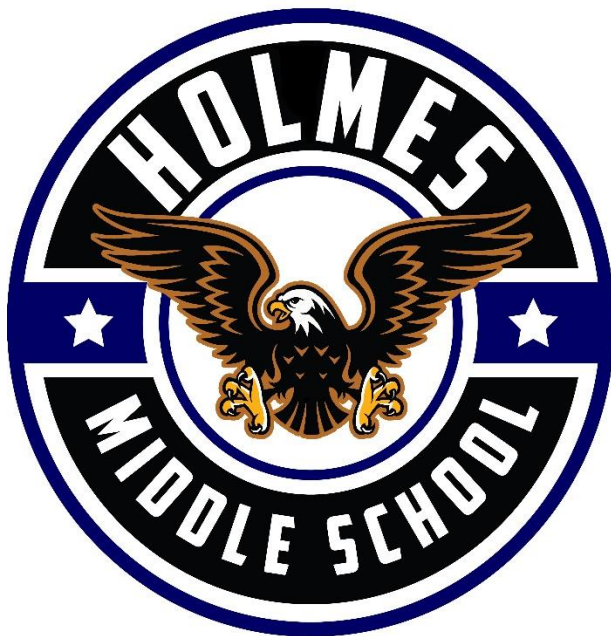
Our School History

Holmes was opened in January 1966, as a Junior High School serving students in grades seven, eight, and nine. In August 1992, Holmes reconfigured to become a Middle School, serving students in grades six, seven, and eight. The Holmes International Humanities Magnet opened in September 1994.

Oliver Wendell Holmes, Jr., was an American philosopher and jurist. He was born in Boston on March 8, 1841, graduated from Harvard University, and served in the Civil War for three years. He returned to Harvard Law School and after graduation in 1866, practiced law in Boston. He became an instructor in constitutional law at Harvard and edited the American Law Review.

Mr. Holmes served as Associate Justice of the Massachusetts Supreme Court and became its Chief Justice in 1899. In 1902, he was appointed to the United States Supreme Court, for a thirty-year period of distinguished service. He retired at the age of 91, admired and respected as a great American. After his death in 1935, it was discovered that he had left his money and property to the land he loved - the United States of America.

Holmes Middle School adopted its international theme in 1983. On December 19, 1991, the Holmes International Flag Court was dedicated to retiring principal, Dr. Jeanie Dreier, in honor of her commitment and dedication to the students she served at Holmes.



Our School Emblem is a Golden Eagle, which represents strength, grace, and keen vision. These qualities symbolize attributes that enhance student success.

Our School Colors

Holmes school colors are blue and white. The color blue represents loyalty and truth; the color white represents purity and honesty. We hope that the history and meaning of these words will characterize each student, who attends Holmes Middle School or Holmes International Humanities Magnet.

OLIVER WENDELL HOLMES MIDDLE SCHOOL and DISTRICT POLICIES

After School Activities

Holmes Middle School students may participate in a variety of after-school clubs, intervention, the ARC Program, or Youth Services. All school and District rules/guidelines apply. Students may not wander around on campus after school. Students must go to the designated after school program meeting area and remain under the direct supervision of an adult within the first 10 minutes of dismissal. Once a student leaves the school grounds, they will not be permitted to return onto campus.

Attendance Office

Regular attendance at school is important to each student. **Our goal is to have a 96% attendance rate (no more than 7 days of absences).** Students must be in school every day unless they are ill.

California State Law requires that all students returning from an absence have an absence note signed by a parent or guardian with the date and reason for the absence. The student must submit an absence explanatory note to the Attendance Office before reporting to their first class when they return to school after being absent.

Holmes Middle School is a closed campus. Students are not allowed to leave school during the school day without a permission slip from the Attendance Office. To be excused early, a student must have a written parent or guardian request and be picked up in the Attendance Office by a parent or guardian. The office will then issue to the student a 'Permit to Leave' the campus. Only persons listed on the **Emergency Card** with a **Picture ID** may pick up a student from the Attendance Office to leave early.

The Attendance Office opens at 7:30 a.m. Parents are requested to telephone the Attendance Office at (818) 678-4107 whenever their son or daughter is absent for more than two days. Attendance Office personnel should be notified of any changes in student addresses or telephone numbers within 30 days.

Anti-Bullying Policy

LAUSD is committed to providing a safe learning and working environment. We do not tolerate bullying or behaviors that infringe on the safety or well-being of students or District personnel. Bullying is any behavior, verbal, non-verbal, physical, or done in cyber space, which can be used for physical or psychological power, real or perceived over others. All reports will be investigated and the proper intervention will be carried out. Any retaliation will not be tolerated when bullying has been reported. Bullying type behavior must be reported immediately to the Counselor, Dean or any Staff Member.

Backpacks

Students may use backpacks to carry books, materials, and supplies needed for their classes. Students are responsible for their own backpack and its contents. Students are not allowed to store their backpacks in the physical education lockers.

Banned Substances/Objects

Students are responsible for everything in their possession. If a student finds illegal substances, dangerous objects, and/or any items which are prohibited on campus, he/she are encouraged to turn the item(s) into the office.

Before School Drop-Off & After School Pick-Up

Parents and students are reminded to follow all traffic rules. Students are to use marked crosswalks. Drivers are not to stop in a red zone. Parents are not to drive onto school grounds to load or unload students (Vehicle Code 21113). Parents who are picking up their children from the after school programs may be permitted to use the Vincennes parking lot no earlier than 60 minutes after school ends and must park in a designated parking space. Parents must adhere to the eight-mile per hour speed limit whenever they are in a school parking lot. ***Note: permission to utilize any campus parking lot is subject to change.**

Students are reminded that school begins at 7:56 a.m. All students should be seated in class when the 7:56 a.m. bell rings. Students arriving in the morning are to proceed to the supervised lunch area. At dismissal, please arrange for pick-up in a timely manner. Students who remain after school must be with a teacher or enrolled in an after school program. Within 30 minutes after dismissal, all students are expected to be with a supervising staff member and/or enrolled in the afterschool program. For safety reasons, students may not loiter or wait in front of or by the side of the school either before or after school.

Bicycle/Skateboard/Scooter Rules:

Students who ride bicycles to school must observe the following rules:

1. Bicycles may not be ridden on campus (this includes the sidewalk bordering the school campus).
2. The bike rack is open from 7:30 a.m. to 7:55 a.m. and for 20 minutes at the close of school.
3. All bicycles are to be locked as soon as they are placed in the rack in the bicycle compound. Each student's bicycle must be locked separately. Under no circumstances are students to lock their bicycles together.
4. All students, by state law, are required to wear safety helmets when riding a bicycle. Bicycles will be confiscated from students who ride them without wearing a helmet.
5. No motorized vehicles are permitted on campus.

Skateboards and scooters may NOT be brought to school and will be confiscated. Skateboards, scooters and other wheeled devices (excluding bicycles) may not be kept in a locker or stored anywhere on campus during the school day. The use of skateboards and other wheeled devices is prohibited on school campus and individuals may not carry them around with them while on school grounds. The sidewalk around the school is considered school grounds. **Skateboards may not be brought onto the school bus.**

Board Resolution – Respectful Treatment of All Persons

“The Los Angeles Unified School District reaffirms its policy that students and adults in both schools and offices should treat all persons equally and respectfully and refrain from the willful or negligent use of slurs against any person on the basis of race, language spoken, color, sex, religion, handicap, national origin, immigration status, age, sexual orientation, or political belief...”
(Excerpted from a resolution unanimously passed by the Board of Education, October 10, 1988)

Cafeteria

Rules for Lunch

1. Form orderly lines. Stay within the painted yellow lines.
2. Correct change is always necessary. Change is available at the Student Store or from the change line booth.
3. Students may not save places in line, allow “cuts” or buy food for friends.
4. After eating is completed, place paper and debris in the trash cans located throughout the eating area.
5. At break and lunch students may go to the athletic areas to play after they have finished eating.
NO FOOD, DRINK, or CANDY is to be taken into the physical education area. It will be confiscated.
6. The following areas are out of bounds during break and lunch:
 - All classrooms and flag court lawn area.
 - Areas in back of MacKenzie Hall and around the 300 building.
 - Areas behind library, bungalows, 400 building and bicycle compound.

MEAL APPLICATIONS ARE MAILED HOME. See <http://cafe-la.lausd.net/new-online> meal application

Code of Conduct for Students

So that the school may be a clean, pleasant, attractive, and wholesome place in which to learn, certain rules are necessary. Each student must be responsible for his/her own actions and face the consequences for any misbehavior. These standards indicate the type of behavior expected of students.

General-Students...

1. are expected to show respect and to follow the directions of all school personnel.
2. shall use courteous language on campus always when speaking with adults and fellow students.
3. shall show respect during flag ceremonies and conduct themselves in an appropriate manner during school assemblies.
4. shall leave distracting items such as toys (i.e., balloons, dolls, stuffed animals, etc.) skateboards, playing cards, cameras, game consoles, toys, and all electronic devices at home. Expensive jewelry, personal items, and large sums of money should be left at home. Students are responsible for their belongings. Holmes Middle School is not responsible for lost or stolen items.
5. should respect another person’s “personal space” and avoid unnecessary physical contact.
6. shall not deface school-issued items or property.
7. shall keep all food items in the designated eating areas and dispose of trash into the proper receptacle’s.
8. are encouraged to seek assistance from counselors or teachers in solving problems. Fighting is not permitted or an acceptable method of conflict resolution.
9. must wear closed toe shoes at all times for student safety and health.
10. must not have aerosol cans, pepper sprays, and/or mace sprays at school.

Classroom-Students...

1. shall be in their seats, prepared with necessary books and supplies before the tardy bell rings.
2. shall raise their hands for permission to leave their seats and speak when it is appropriate to do so.
3. shall help to keep the classroom, neat, clean and distraction-free.
4. shall extend courteous behavior at all times to all school personnel and fellow classmates.
5. may only be excused to go to the Health Office or restroom at the discretion of the classroom teacher.
6. may not chew gum.
7. may not be out of class without a hall pass.

Campus Courtesy-Students...

1. shall walk on the sidewalks, not on the grass or lawns.
2. must walk and not run while on campus for the safety of all students and personnel (exception: P.E).
3. shall take pride in the school campus and help to keep it clean, safe, and attractive.
4. shall respect out-of-bound areas on campus. Students shall remain out of hallway and classroom areas during nutrition or lunch.
5. may not ride bikes, skateboards or any other wheeled devices on campus.
6. must keep their cell phones turned OFF during school hours (not on vibrate). Holmes Middle School is not responsible for lost or stolen cell phones. Students who need to contact their parent/guardian during the school day may do so in the office.

Discipline Proceedings

Students are subject to the Progressive Discipline Policy. The following is a list of possible interventions/consequences to address student concerns:

1. Student conference / lunch detention.
2. Student and parent conference.
3. Counseling.
4. After school or Saturday detention/community service.
5. In-school suspension from class by teacher.
6. Suspension from school.
7. Opportunity Transfer to another school.
8. Expulsion.

Cell Phone Policy

All electronic devices are the sole responsibility of the student. Holmes will not be responsible for investigating lost or stolen items. Cell phones must be kept out of sight and turned off (**NOT ON VIBRATE MODE**) during the entire school day – this includes the passing period. Students may use their cell phones only in the Main Office during break and lunch. Students who violate this policy will have their cell phone confiscated by a staff member and brought to the Dean's Office. Confiscated items will be returned as follows:

- 1st offense – parents will be notified and the phone will be returned to the student after school.
- 2nd and subsequent offense(s) – parents must pick up the cell phone the Dean.

NOTE: There may be times when personnel will not be available to retrieve phones for parents until after 3:15 p.m.

Conference Procedures

To set up a conference you can call the counseling office and speak to an Office Technician. The time frame between the conference date will be a minimum of 72 hours (excluding weekends). Conferences will be set up with all the teachers will take place before school starts unless the teachers have a joint conference.

Delivery Procedures

Items that students need or have forgotten may be dropped off in the main office. Every effort will be made to deliver the item in a timely manner.

Elevator

Students are not allowed to get into or ride elevator. Only those students with special permission given by the administration may use the elevator, i.e., handicapped/injured students.

Emergency Information

The school should have a of reaching parents by telephone in case of serious injury or illness at school. Emergency information cards must be filled out for each student, signed by parent or guardian, and kept in the Attendance Office. Any change in address or telephone number of doctor or parents should be reported to the Attendance Office immediately. Only those listed on the emergency Card who can show a picture identification may pick up students who are become ill at school.

Grounds for Suspension and Expulsion - California Education Code Sections 48900 et seq.

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- (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 object of this type, the pupil 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 listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 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 the liquid, substance, or material 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 property or private property.
- (g) Stole or attempted to steal school property 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. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (grades 4 -12).(suspension only).
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault or committed a sexual battery.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of 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) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel.
- (t) Aided or abetted the infliction or attempted infliction of physical injury to another person (suspension only).

48900.2 Committed sexual harassment (grades 4-12).

48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence (grades 4-12).

48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils. (grades 4-12).

48900.7 Made terroristic threats against school officials or school property, or both.

It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. [48900 (w)]

Grounds for Automatic Expulsion

(E.C. 48915[c])

The Principal **shall immediately** suspend and recommend expulsion when the following occur at school or school activity off campus.

1. Possessing, selling, or furnishing a firearm. E.C. 48915(c)(1); 48900(b)
2. Brandishing a knife at another person. E.C. 48915(c)(2); 48900(a)(1) and 48900(b)
3. Unlawfully selling a controlled substance. E.C. 48915(c)(3); 48900(c)
4. Committing or attempting to commit a sexual assault or committing a sexual battery (as defined in 48900[n]). E.C. 48915(c) (4); 48900(n)
5. Possession of an explosive E.C. 48915(c) (5); 48900 (b)

Graffiti/Tagging

Students who deliberately deface school property using markers, pen, and/or paint to display monikers, names, symbols, streets and/or groups will face disciplinary actions. The following is a list of items that may not be in the possession of a student:

1. Permanent markers, felt or gel like or paint like pens, liquid paper or white-out.
2. Spray paint cans.
3. Sharp objects.

NOTE: Parents will be responsible for the cost of any clean-up and/or repair of any damage or defacement of school property that cannot be cleaned up by their child. School personnel will determine the cost for the damage and/or repairs.

Hall Passes

During instructional time all students must have a hall pass to be out of class. Only one student at a time is permitted to use the hall pass. Students are not allowed to be out of class for the first ten minutes and the last ten minutes of a class period.

Health Office

Students should obtain permission from the classroom teacher or other school personnel to go to the Health Office. In the event of an accident or an emergency, students should report to an adult, who will refer the student to the Health Office for assistance. If the student cannot find a teacher, he/she should go directly to the Health Office. If a student becomes ill, the student should report his/her illness to his/her teacher, who will send the student to the Health Office with a pass.

Special Circumstances Requiring a Physician's Note:

1. Return from absence due to a contagious disease.
2. Any injury that necessitates a cast, Ace bandages, slings, or crutches at school.
3. When a student must take medication at school, the medication must be left with the Nurse in the Health Office and the appropriate form filled out by the physician and parent.
4. Students with severe asthma.

Homework

According to the culmination requirements and curriculum of the Los Angeles Unified School District, homework is a necessary part of each student's educational program. Class homework schedules are a part of each class syllabus that students receive from their teachers at the beginning of the school year (or semester). General time guidelines for homework are as follows:

- | | |
|------------|--|
| Grade 6 | 15 minutes for each academic class daily |
| Grades 7-8 | 20 minutes for each academic class daily |

Homework for Absentees

Requests for homework for absentees should be directed to the Counseling/Magnet Office. Students must be absent for a minimum of three consecutive school days before a homework request can be made. Upon your request, every effort will be made to have it available for pick-up the following school day, after dismissal. For short-term absences, students may use the teacher's email (<http://holmesms.org>) or contact a friend in each class to obtain assignments.

Insurance Coverage

LAUSD does not provide accident/medical insurance for school related injuries. Holmes Middle School will take all possible steps to protect students from suffering accidents or injuries on our campus. Parents are also reminded that there is no school or District insurance coverage for the loss/theft of personal items/clothing/textbooks, etc. Holmes Middle School and LAUSD will not be responsible for any device or personal property (money, jewelry, etc.) that is lost or stolen while on school grounds. Students are responsible for their own purses and backpacks. Valuables should never be left unattended.

Library

Students must present a current school ID card to check out books. A fine of ten cents a day will be assessed for overdue books. Students who have overdue materials or unpaid fines will be placed on the ineligible list.

Student Locker Rules:

The school locker is the property of the Los Angeles Unified School District and students are expected to adhere to the following rules or receive penalties which may include the loss of locker privileges.

- 1) Lockers may only be used during the permitted times. (Daily) before school 7:45 - 7:55. On M,W,Th,Fri., after periods 2 & 4 - the first 7 minutes of nutrition & lunch; then after school 2:58 – 3:15 pm. On Tues. after period 3 - the first 7 minutes of lunch, then after school 1:13 – 1:30 pm.
- 2) Any tardiness related to lockers will not be accepted as an excuse – get to class on time. Excessive tardiness may result in the loss of locker privileges.
- 3) Students may not share the locker with another student. Anything found in a locker will be the sole responsibility of the person to which the locker is assigned. Locker combinations are not to be shared with anyone else.

- 4) Objects/articles must not be put in the locker if it is against the law or school policy. School administrators may inspect (randomly) the contents of the locker at any time.
- 5) Kicking, hitting, slamming, defacing, using graffiti, bending/prying/jamming of lock, and other such abuse is not allowed. No (stickers) may be glued, taped, or affixed to the inside/outside of the locker. No personal padlocks are to be used on lockers; any padlocks used will be cutoff. Students/Parents may be liable for any costs incurred for damages to the locker.
- 6) Materials or liquids that might cause a fire must not be placed in the locker.
- 7) All food and drinks must be entirely removed by the end of each school day.
- 8) All things stored in the locker must be kept in a clean and orderly condition. No throwing trash on the floor outside of the locker. Do not place large bulky items such as sweaters and backpacks into the locker as it can jam the locker door.

Failure to follow any of the above rules will result in the loss of locker privileges for an amount of time determined by the administration. In the event that a locker gets jammed, the problem should be reported to the student store. Fixing a jammed locker may take some time to resolve.

Locker Searches Guidelines/Metal Detection Procedures

To ensure the safety of all students, teachers, staff members and administrators, there will be random and daily metal detections per district-mandated policy, including searches of physical education/hallway lockers. Search will be conducted at various hours of the school day to avoid predictability.

Lost and Found

The Lost and Found department is located in the Student Store and is open before and after school. Students who lose any articles should ask to see if they have been found. It is the student's responsibility to properly label or mark all items which are their personal property or which they have been assigned. This includes PE clothes, tennis shoes, coats, notebooks, and books.

Magnet Bus Transportation Policy

Transportation is provided to Magnet students who live more than five miles from school. Riding a school bus is a privilege and a responsibility. The bus is an extension of Holmes Middle School; therefore, all school and District rules and guidelines apply to students while they are on the bus. A student must use a valid school bus pass to board a school bus. A lost bus pass must be replaced. Replacement cost is \$2.00. Written requests for changes in a bus route must be made twenty-four hours in advance at the Magnet Office.

Medical and Dental Appointments

Written requests for medical and dental appointments should be presented to the Attendance Office before school on the day of the appointment. Students with a morning appointment should come to school immediately after the appointment. If the appointment is in the afternoon students should attend school in the morning. Do not miss the entire day of school. Please avoid picking up your child early during their Physical Education (P.E.) classes as he/she will not have access to the locker room once instruction begins.

Notice of Non-Discrimination

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation and bullying. The District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions) sexual orientation, religion, color, national origin, ancestry, physical or mental status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (not union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance

Physical Education (P.E.) Lockers

Students will receive one P.E. locker assigned through Physical Education classes. Students are NOT to share combinations or lockers. Keep locker combinations a secret. Only use the locker that has been specifically assigned to you. Lockers must be neat and clean. Materials that do not belong to the student must NOT be kept in student's locker. The school assumes no responsibility for lost or stolen personal items.

Reports to Parents

Progress Reports and Report Cards are sent home each semester. These reports inform families of their student's academic progress. Students will receive a mark in every subject in which they are enrolled. Progress reports are issued at the 5, 10, and 15 week period of each semester. A final report card for the semester is issued during the 20th week. Student work is expected to be done by the student. Plagiarism is a serious concern and consequences will be reflected in a student's marks.

Sexual Harassment / Title IX

Students or employees of the District who believe that they have been a target of sexual harassment shall bring the problem to the attention of the site administrator or site Title IX/Bullying Complaint Manager. All complaints will be promptly investigated in a way that respects the privacy of all parties concerned. The District will take appropriate actions reasonably calculated to eliminate the harassment, prevent its recurrence and remedy its effects. The District prohibits retaliatory behavior against anyone who files a sexual harassment complaint or who participates in the complaint investigation process. Conduct (including electronic communications, acts or postings) which may constitute sexual harassment includes, but is not limited to, the following:

- **Verbal** - unwelcome conduct such as the use of suggestive, derogatory, or vulgar comments; the use of sexual innuendos or slurs; making unwanted sexual advances, invitations, and/or comments; pestering for dates; making threats; and/or spreading rumors about or rating others as to their sexual activity or performance; threats/demands/pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and/or offers of benefits in return for sexual favors.
- **Visual** - unwelcome conduct such as the display of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; the use of graffiti, texting and/or computer-generated images of a sexual nature; and/or the use of obscene gestures or leering.
- **Physical** - unwelcome conduct such as unwanted touching, pinching, kissing, patting, or hugging; the blocking of normal movement; stalking; sexual acts or assault; and/or physical interference with work or study directed at an individual because of the individual's actual or perceived sex, sexual orientation, gender identity or gender expression.

Stairways

Students must use caution while using the stairways. Students are not allowed to horseplay, run, or push students while climbing the stairways. Students who do not obey these rules will be disciplined.

Student Identification Cards

Each school year students will take a school photo and they will receive an identification card free of charge. This ID card should be carried by the students at all times while at school. There is a \$5.00 charge for replacement of lost cards.

Student Government

The purpose of Holmes Student Government is to involve all students, to encourage them to serve our school, and to develop school spirit. Student Council (Leadership) acts as the legislative body for this organization. The Council consists of the Student Body Officers, Eighth, Seventh and Sixth Grade Representatives. Qualifications are at least a 2.5 grade point average with no D's, Fails, or U's.

Student Store

The Student Store is located in the lunch area. School supplies, including regulation boys' and girls' physical education clothes may be purchased before school, during break and lunch and after school. Profits received from Student Store sales are credited to the Holmes Middle School Student Body Fund.

Tardiness

1. Students who arrive late to school during Advisory should report to his/her Advisory class.
2. Students who arrive late to school after Advisory should report to the Attendance Office.
3. Students will receive a U in work habits if they are tardy 3 or more times within a 5-week reporting period.

School Telephone Policy

Students may use school telephones under adult supervision. Personal arrangements for after-school activities and/or transportation should be made prior to the school day. Personal messages to students during the school day are disruptive to the educational process; parent personal messages to students will not be delivered.

Textbooks, School Materials, and Other School Equipment

All students have the privilege of using textbooks without charge. Students must assume the responsibility for textbook loss and damage. Textbooks are issued and distributed for student use within the first week of the school year. Students should:

1. Cover all books with a durable cover.
2. Write their name and the teacher's name on the inside label of each book in ink.
3. Pay for lost or damaged books as soon as possible.

Parents/Guardians have a legal responsibility with regard to property of the Los Angeles Unified School District (District). California Education Code section 48904 states, in pertinent part, that the parent or guardian of any minor who willfully cuts, defaces, or otherwise injures any real or personal property of the District or its employees shall be liable for all damages caused by the minor up to \$10,000. District property includes buildings and grounds, as well as textbooks, library books, computers, shop materials, physical education clothes, and sports equipment. A parent or guardian is liable to the District for all District property loaned to a minor and not returned upon demand. We need your help in making sure that District property is kept in good condition and that loaned items are returned to school upon demand. Parents will be expected to pay the replacement or repair cost for any lost or damaged District property. The school is legally authorized to withhold the grades, diploma, and transcripts of students until the obligation is cleared. Holmes Middle School reserves the right to withhold special event activities (i.e. 8th grade picnic, dances, Culmination, etc.) until all debts have been cleared.

Truancy

The California Legislature defined a truant in very precise language. In summary, it states that a student missing more than 30 minutes of instruction without an excuse three times during the school year must be classified as a truant and reported to the proper school authority. This classification and referral helps emphasize the importance of school attendance and is intended to help minimize interference with instruction. Effective January 1, 2013, the law was amended to authorize school administrators to excuse school absences due to the pupil's circumstances, even if the excuse is not one of the valid excuses listed in the California *Education Code (EC)* or the uniform standards established by the governing board of the district. The *EC* section that defines a truant reads as follows: EC Section 48260

A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

(b) Notwithstanding subdivision (a), it is the intent of the Legislature that school districts shall not change the method of attendance accounting provided for in existing law and shall not be required to employ period-by-period attendance accounting.

(c) For purposes of this article, a valid excuse includes, but is not limited to, the reasons for which a pupil shall be excused from school pursuant to Sections 48205 and 48225.5 and may include other reasons that are within the discretion of school administrators and, based on the facts of the pupil's circumstances, are deemed to constitute a valid excuse.

Definition of a Chronic Truant

Effective January 1, 2011, EC Section 48263.6: Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant, provided that the appropriate school district officer or employee has complied with EC sections 48260, 48260.5, 48261, 48262, 48263, and 48291.

First Notification Mandate

In addition to the reporting requirement, the law states that the school district must notify the parent or guardian of the truant by the most cost-effective method possible, and that the notification must include specific information related to the student's unexcused absences. The EC Section regarding notification reads as follows:

EC Section 48260.5: Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian, by using the most cost-effective method possible, which may include electronic mail or a telephone call:

- (a) That the pupil is a truant.
- (b) That the parent or guardian is obligated to compel the attendance of the pupil at school.
- (c) That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 of Part 27.
- (d) That alternative educational programs are available in the district.
- (e) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- (f) That the pupil may be subject to prosecution under Section 48264.

(g) That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.

(h) That it is recommended the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.

Habitual Truant Mandate

The law further requires that after a student has been reported as truant three or more times in one school year and after an appropriate school employee has made a conscientious effort to hold at least one meeting with the parent and the student, the student is deemed a habitual truant. The intent is to provide solutions for students who failed to respond to the normal avenues of school intervention, and the most cost-effective method possible should be used to notify the parent or guardian about the meeting at the school. The EC Section outlining habitual truancy reads as follows:

EC Section 48262: Any pupil is deemed an habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 or Section 48261. For the purposes of this section, a conscientious effort means attempting to communicate with the parents of the pupil at least once using the most cost-effective method possible, which may include electronic mail or a telephone call.

Uniform Compliant Procedures

A copy of the District's UCP policy and complaint procedures are available free of charge. Complainants are encouraged, where possible, to try to resolve complaints directly at the school, work site or with their Local District. The District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations, and shall investigate complaints alleging failure to comply with those laws and regulations, including allegations of discrimination, harassment, intimidation, and/or bullying; unauthorized charging of pupil fees for educational activities; noncompliance with physical education instructional minutes at specified grade levels; noncompliance with education provisions for pupils in foster care and pupils who are homeless; provision of courses without educational content and previously completed/graded courses sufficient for satisfying requirements/prerequisites for postsecondary education and receipt of a diploma, except under specified conditions; failure to reasonably accommodate lactating students; or alleging failure to comply with legal requirements under the Local Control and Accountability Plan (LCAP). The District shall seek to resolve those complaints of noncompliance in accordance with the procedures set out in §§4600-4687 of Title 5 of the California Code of Regulations and the District's policies and procedures under the UCP, including allegations of retaliation for participation in the UCP process and/or to appeal District decisions regarding such complaints. UCP brochures are available at all schools and on the District's website in primary languages of the school community.

Uniform and Safety Dress Code

Holmes Middle School aims to provide students with a quality education in a safe, wholesome environment. School is a place where the "business of learning" is of the utmost value. The function of this dress code is to focus the energies of all who work here – faculty, staff, and students – on our primary purpose, education. The education code provides that schools may implement a dress code to ensure that the environment is safe and free of disruptions. Holmes reserves the right, if necessary, to make adjustments to the dress code, including but not limited to, any and all items which become associated or affiliated with any group not sponsored or approved of by the school and/or affects the safety and/or security of the campus. Holmes Middle School is a school of Choice and all students shall agree to abide by the uniform policy or dress code set by the Magnet program selected and hereby waives any right to opt out.

a. Outerwear:

- i. Jackets/coats/sweaters/sweatshirts are encouraged to be a solid white, solid navy blue, solid tan or solid gray color. Large logos or any insignia which are offensive or demeaning are not allowed. Professional team logos may not be displayed on clothing.
- ii. 8th grade shirts and sweatshirts are permitted for 8th graders only.

b. Shirts:

- i. All shirts must have a collar and sleeves and must be solid colors only: white, navy blue, and tan.
- ii. Logos on shirts should be no bigger than a fist.
- iii. Shirts must not be revealing, oversized or expose the midsection (stomach).
- iv. Turtlenecks (navy blue, white or tan) are permitted.
- v. Undergarments, (T-shirts) are to be in uniform colors (navy blue, white, tan) and must not be visible through the polo, except for the collar.



c. **Pants:**

- i. All pants must be solid colors only: white, navy blue, and tan.
- ii. Blue Jeans (denim), capri pants, and corduroy are allowed – Leggings are only allowed if worn under shorts or skirts.
- iii. No oversized pants are permitted. Pants must be able to remain above waist if the belt is removed.
- iv. Pant legs must be hemmed at least 1 inch above the ground, and may not have splits, holes, or tears.
- v. No sweatpants are permitted. Sweatpants may only be worn during P.E.



d. **Shorts, Skirts, Skorts, Dresses:**

- i. All shorts, skirts, skorts and dresses must be solid colors only: white, navy, and tan (no logos, no patterns, no stripes).
- ii. All skirts, shorts, skorts and dresses may not be shorter than two inches above the knee.



e. **Shoes and Socks:**

- i. Safe foot covering is required. Students may not wear steel-toed shoes or high heels.
- ii. All shoes must be enclosed (no open-toed or bare-heel shoes).
- iii. Solid colors are encouraged: white, black, navy, tan colored are preferred. Logos or any insignia which are offensive or demeaning or depict profanity, violence, drugs, alcohol, vandalism, weapons, tobacco, sexual overtones, promotes gang/criminal activity are not permitted.

f. **Hats:**

- i. Only Holmes School baseball caps and beanies may be worn. Bandanas of any kind may not be worn.
- ii. A bucket hat is acceptable. The brim must be worn down and it must be a solid color: white, navy blue and tan.
- iii. Hats, “hoodies” and beanies may not be worn indoors.

g. **Jewelry/Other Items:**

- i. All jewelry must be worn with modesty and, most of all, safety in mind.
- ii. Spiked gages are not permitted and message bracelets must not be offensive or demeaning.
- iii. Chains, lanyards or any other type of jewelry items that hang from the neck represent a choking hazard and must be worn under clothing.
- iv. Gloves may be used outdoors during cold weather; however, no gloves are allowed to be worn during P.E.
- v. Sunglasses are not permitted unless they are prescription eyewear.
- vi. Belts cannot be oversized, or hang down from belt loops. Belt buckles with initials or insignias are not permitted as well as no “shoelace” belts are permitted.
- vii. Clothing or accessory that depicts profanity, violence, drugs, alcohol, vandalism, weapons, tobacco, sexual overtones, promotes gang/criminal activity or is offensive to any gender, race, religion, ethnicity or nationality is not permitted.

Consequences for Dress Code Violations

Appropriate progressive consequences or disciplinary action will be issued to the students who do not adhere to the Dress Code. The following is a list of those consequences:

- 1st offense – warning by advisory teacher
- 2nd offense – detention for nutrition/lunch
- 3rd offense – detention for nutrition/lunch with campus beautification
- 4th offense – detention after school/ parent conference
- 5th offense & over – Saturday school detention/parent conference

Egregious violations of dress code will result in a call home to parents and a request that a change of clothes be brought to the school. If parents are unavailable, student will be asked to change into their physical education uniform.

Visitor’s Policy

We welcome visitors to Holmes Middle School; however, policy and procedures must be followed. Upon entering campus, all visitors shall sign in at the designated area and proceed to the main office. All visitors must complete a visitor’s permit and obtain the principal/designee’s approval before proceeding to the classroom. While visitors are welcome, they do not have the right to:

1. Willfully interfere with the discipline, order, or conduct in any school classroom or activity with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person.
2. Disrupt instructional time, extra - curricular activities, cause disorder, or otherwise disrupt the normal operations of the school.

EMERGENCY DRILLS

Emergency bulletins are posted in all classrooms with procedures to be followed in an emergency. Drills are conducted at least once a month and are for the safety of the students. Orderly behavior and silence are necessary so that students can hear and follow their teacher's instructions. **In the event of an actual emergency, students will only be released to adult individuals who are listed on the emergency form.** The emergency request gate is located on the south side of the school on Prairie Street. Adults will need to provide an identification card in order to request for a student to be released to them. Adults will then be able to proceed to the emergency reunion gate which is located on the west side of the school on Wish Street. Parking in the school lots will be restricted for staff and emergency responders use and access.

Fire Drill

1. Purpose: To place each student in a location of maximum safety.
2. Procedures:
 - Students are to follow the instructions of their teachers.
 - During non-classroom times (before school, break, lunch passing periods, and after school) students should line up in the emergency assembly area behind their painted homeroom number on the PE area blacktop.
 - Every individual leaves the building (NO EXCEPTIONS).
 - Control and order are essential. There is to be no talking, running or pushing.

Drop/Earthquake Emergency Drill

1. Purpose: To place each student in a position or location to avoid falling debris.
2. Signal: Each drill will be initiated by the teacher's command to "DROP". In an actual earthquake or explosion, the emergency itself will provide the signal. The teacher will immediately repeat the practiced signal: **"DROP."**
3. Procedures:
 - a. Students response to DROP, if inside school buildings, is as follows:
 - Get under equipment (desk, table, etc.) where available.
 - Drop to knees with back to windows, head downward and covered by hands.
 - Hold onto furniture for support.
 - b. If outside, students should move away and protect themselves from falling debris.
 - c. Following the earthquake drill, buildings will be evacuated.

Take Cover Drill

1. Purpose: To place each student in a position of maximum safety away from flying debris.
2. Procedures:
 - Classes will remain in rooms and assume protected position on floor behind furniture, below window level.
 - Walls opposite windows should be avoided.
 - Students who are away from their regularly assigned classroom should join the class or group closest to them and report to the teacher of that group.
 - Students will proceed to their homeroom class if a "Take Cover Drill" occurs before school, during break, lunch, or passing period.
 - Physical education classes under the direction of the instructors will proceed into the corrective and/or locker rooms.

Lockdown or Shelter in Place Drill

1. Purpose: To secure the school during a campus intrusion emergency, hazardous material leak or police action.
2. Procedures:
 - Lock doors, close blinds, move away from windows.
 - Remain until the emergency is over.
 - If outside, proceed to the closest room
 - If Shelter in Place, close doors and windows, turn off HVAC systems and seal the vents.

STUDENT ACHIEVEMENT - ELIGIBILITY POLICY

A.C.E. Program (Academics, Citizenship, Effort)

The purpose of the A.C.E. Program is to reward academic achievement. Our goal is to encourage students to achieve the highest grades possible. The levels of achievement honored are: Gold Level: 3.5 GPA and above; Silver Level: 3.0 - 3.49 GPA; Bronze Level:

2.0 - 2.99 GPA. Each level is awarded an A.C.E. card that is valid for one semester. In addition, Gold and Silver recipients will receive an A.C.E. t-shirt which may be worn on Mondays only.

Certificate of Completion/Culmination Requirements

To earn a Certificate of Completion, students must earn a minimum of fifty credits in the eighth grade with marks of "D" or better. All courses will factor into the middle school culmination criteria. Students will earn 5 credits for passing each semester course with a mark of a "D" or better at the end of the fall and spring semester. Grades from all subject areas will be used to determine credits earned in the eighth grade.

To participate in the culmination activity, eighth grade students must meet all LAUSD requirements to earn a Certificate of Completion. Holmes Middle School students are required to meet additional standards in order to participate in the culmination ceremony. These requirements are intended to foster good citizenship, attendance, and a sense of civic responsibility. In addition to the District academic standards, students must:

- have no more than 2 U's in work habits and no more than 1 U in cooperation in the grading period prior to an activity. The U's must come from two different teachers.
- serve all detentions owed to the dean, counselor, or administrator.
- have no more than 10 absences during the school year.
- pay all library debts and/or fines.
- clear all textbook debts.
- complete five hours of community service; three hours must be completed by the end of the first semester, and the remaining two hours must be completed by the end of the second semester.
- not commit serious disciplinary violations which would result in a suspension.

Holmes Middle School Requirements:

To participate in our Pin and Ribbon and Culmination Ceremony, a student must:

1. Have no more than 2 U's in Work Habits and no more than 1 U in Cooperation in the grading period prior to the 8th grade activity. The U's must come from two different teachers.
2. Have completed all detentions issued by the Dean, Counselor, or Administrator.
3. Have no more than 10 absences during the school year.
4. Have cleared all textbook debts and library fines,
5. Have completed five hours of community service: three hours by the end of the first semester, and two hours by the end of second semester.
6. Have no serious disciplinary violations.

Candidates who fail to meet the above requirements at any regular marking period may not participate in eighth grade class activities. Activities are planned to encourage students to perform satisfactorily and uphold acceptable school standards.

Student Awards

Holmes International Middle School is proud to recognize the academic accomplishments of our students. We encourage our students to perform to the best of their ability. Special awards programs afford student an opportunity to share their accomplishments with the student body and staff.

CRITERIA FOR MARKS

Academic Mark	A	B	C	D	FAIL
Quality of Work	Demonstrates an exemplary level of understanding of content standards and tasks.	Demonstrates a thorough understanding of the content standards and tasks.	Demonstrates an understanding of the content standards and tasks.	Demonstrates a limited understanding of the content standards and tasks.	Demonstrates an inability to understand the content standards and tasks.
Interpretation and Application	Demonstrates exceptional and fluent skills in analyzing, synthesizing, and drawing inferences from observations and other data or information.	Demonstrates fluent skills in analyzing, synthesizing, and drawing inferences from observations and other data or information.	Demonstrates satisfactory skills in analyzing, synthesizing, and drawing inferences from observations and data or information.	Demonstrates a limited ability to analyze, synthesize, and draw inferences from observations and other data or information.	Demonstrates an incomplete and/or inaccurate analysis of data or information that has been collected.
Thinking and Reasoning Skills	Demonstrates an insightful and thorough use of prior knowledge and skills to create innovative ideas, products or performances in a variety of contexts.	Demonstrates an insightful use of prior knowledge and skills to create innovative ideas, products or performances in a variety of contexts.	Demonstrates use of prior knowledge and skills to create innovative ideas, products or performances in a variety of contexts.	Demonstrates limited use of prior knowledge and skills to create innovative ideas, products or performances.	Demonstrates incomplete use of prior knowledge/skills to create innovative ideas, products or performances.
Quantity of Work	Produces extra work in addition to assigned work, of both teacher-generated and self-initiated toward achieving standards for the course.	Produces extra work beyond assigned work, usually teacher-generated and self-initiated toward achieving standards for the course.	Produces the assigned work in achieving standards for the course.	Demonstrates a need to improve in the amount of work completed and effort expended toward achieving standards for the course.	Demonstrates no improvement of the work completed and in the effort expended toward achieving standards for the course.
WORK HABITS	E		S		U
Effort	Demonstrates exceptional determination in accomplishing tasks and mastering standards		Demonstrates determination in accomplishing tasks and mastering standards.		Demonstrates little determination in accomplishing tasks and mastering standards.
Responsibility	Accepts complete responsibility for personal actions and demonstrates honesty, fairness, and integrity.		Accepts responsibility for personal actions and frequently demonstrates honesty, fairness, and integrity.		Accepts little responsibility for personal actions.
Attendance	Maintains excellent attendance record by consistently avoiding unnecessary absences or tardies.		Maintains a satisfactory attendance record by avoiding unnecessary absences or tardies.		Makes little effort to maintain a satisfactory attendance record; is frequently absent or tardy without excuses.
Evaluation	Makes explicit effort to examine work using both teacher-generated and self-generated criteria.		Makes effort to examine work using teacher-generated criteria.		Makes use only of teacher-generated criteria to examine work on an inconsistent basis.
COOPERATION	E		S		U
Courtesy	Maintains courteous relations with the teacher and other students and consistently works without disturbing others.		Demonstrates courteous relations with the teacher and other students and generally works without disturbing others.		Demonstrates discourteous behavior towards the teacher and other students and consistently lacks consideration for others.
Conduct	Obeys rules, respects public and personal property and actively promotes the general welfare.		Obeys rules, respects public and personal property and supports the general welfare.		Shows disregard for rules; has little respect for public and personal property and often opposes the general welfare.
Improvement	Assumes responsibility for personal improvement and rarely needs correction.		Tries to improve and usually accepts corrections in an objective manner.		Makes little attempt to improve and shows indifference or resistance to corrections.
Class Relations	Demonstrates leadership ability to work with others in a variety of situations to set and achieve goals.		Demonstrates ability to work with others in a variety of situations to set and achieve goals.		Demonstrates little ability to work with others in a variety of situations to set and achieve goals.

CULMINATION – 8TH GRADE

The Ceremony will take place in the Holmes Middle School Quad. Specific information regarding the ceremony times and other pertinent information will be distributed later in the school year.

The culmination ceremony will be a very special occasion for you and your child, as we recognize your child's achievement in middle school and award him/her a certificate, signifying satisfactory completion of all requirements. To assist you in planning for the ceremony, please follow these guidelines.

A. CULMINATION CEREMONY INFORMATION AND GUIDELINES

1. Based on California Education Code AB 1575, schools can no longer require families to pay for caps and gown worn as a part of a culmination ceremony. As a result of this ruling, Holmes MS students will not be wearing gowns to the ceremony. In recognition of the dignity and significance of the day, we are implementing a culmination dress code. Please make sure your child follows the guidelines listed below. Failure to follow the guidelines will result in removal from the ceremony and he/she will receive their Certificate of Completion after the ceremony concludes. The dress code is as follows:

a. **Girls may wear**

- Dresses or skirts: the hemline must extend 2 inches beyond fingertip length (no strapless or sheer dresses)
- Dressy pants (no jeans, shorts or tights of any kind)
- Dressy blouses: no strapless tops, spaghetti straps, backless tops, revealing necklines, halter tops, crop tops or logos
- Closed toe shoes: heels no higher than 3 inches; low heels are less likely to sink into the grass

b. **Boys may wear**

- Collared shirts (no T-shirts or shirts with logos). Shirts should be tucked into pants
- Slacks (no jeans of any kind; no baggy/oversized pants; no frayed hems or holes).

Note: Students may not wear hats, chains, or large items over their clothes, i.e. large pieces of jewelry, leis, sashes, buttons, etc. Students are encouraged to wear items they received from the Pin & Ribbon Ceremony.

2. Good Citizenship and Proper Behavior

Participation in the ceremony is contingent upon good citizenship and proper behavior throughout the entire year as well as during the ceremony. Students who do not follow these guidelines may be excluded from the ceremony.

3. Planning for the Ceremony

- a. Tickets are not required to attend the ceremony.
- b. There will be two entrances to the campus, (1) the gate at the front of the school and (2) the south parking lot gate on Prairie Street. Guests will be allowed on campus and into the ceremony area at a designated time (TBA).
- c. A limited amount of parking will be available in the south parking lot on Prairie Street. Parking in this lot will not be available until after 8:30 a.m. Please allow time to walk to the campus if you have to park a distance from the entrances.
- d. For the enjoyment of all our guests, the following items **will not be allowed** on campus during the ceremony:

-balloons	whistles or noise makers	beach balls
-air horns	umbrellas	water balloons
-bubbles	silly string	other disruptive items

Staff members will be at the gates checking for prohibited items, Please leave them in your car or at home.

- e. There will be a photography area set up on the west side of the stage. You are encouraged to take photos/video from this area. Photographers will not be permitted in front of the stage, in the aisles, or in any area that will block the view of others.
- f. We ask that everyone hold their cheers and applause until all the students receive their certificates. Every child's name deserves to be heard.
- g. The ceremony may be videotaped. If it is videotaped, you will be given information on how to order a DVD.
- h. Upon conclusion of the ceremony we asked that all eighth graders and their families leave campus as soon as possible. Our 6th/7th graders will be transitioning onto campus as the ceremony ends.

B. CULMINATING ACTIVITIES: (Available to eligible 8th grade students only)

- Eighth Grade Awards night. This event is by invitation only.
- Class picnic and Dance
-

We look forward to a beautiful and memorable culmination.

