



LEMON GROVE
ACADEMY MIDDLE

Parent and Student Handbook
2019-2020
Grades 7th & 8th

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Por favor de ponerse en contacto con la oficina escolar si desea una copia del manual escolar en español.



August 21, 2019

Dear Lemon Grove Academy Parents and Families,

As the principal of Lemon Grove Academy for the Sciences and Humanities Middle School, I'd like to welcome you to the 2019-2020 school year!

Our staff is excited and eager to work with you as a partners in education in order to ensure your child's success. It is our goal to make sure that the students at Lemon Grove Academy are healthy, happy, and safe so that they can learn as much as possible and reach their full potential. We strive to provide our student with the best possible educational opportunities. The staff is committed to delivering a diverse and rigorous curriculum. It is designed to provide motivating and interesting learning experiences while attempting to meet the needs of all students.

This Parent and Student Handbook contains policies and regulations pertaining to our school and our school district. Please take the time to familiarize yourself with these rules, policies and procedures. They have been developed to provide the maximum opportunity for the individual success of each student at Lemon Grove Academy for the Sciences and Humanities Middle School.

As you plan the next couple weeks please pay close attention to the following dates and times:

- | | |
|---|---|
| ○ August 21 st | First Day of School |
| ○ September 11 th | Back-to-School Night |
| ○ September 25 th | Minimum Day (1:28 dismissal) |
| ○ October 2 nd - 3 rd | Parent/Teacher Conferences (Minimum Days) |
| ○ October 4 th | Minimum Day (1:28 dismissal) |

TDAP Vaccination: Please note that all incoming 7th graders must have had the TDAP vaccination prior to starting middle school and a record of the vaccination must be on file in the health office. Students will not receive a schedule or be allowed to begin the classes without the verification.

PE Uniforms: Students are required to wear black shorts and grey shirts to PE. The School's PTA sells these items at a nominal cost. Families are able to purchase PE uniforms at the school (\$10 for shirt, \$10 for shorts or \$18 for combo).

As a reminder school starts at 8:15 a.m. with the morning bell and students are expected to be in their advisory period class, in their seats ready for learning by 8:20. The campus opens at 7:50 a.m. when students can participate in the free breakfast program. The earliest students should arrive to school or the surrounding area is 7:40 unless they are in the Extended Day Program or a club. Please note that traffic before and after school can be quite busy around. I encourage families to consider picking up and dropping off their student at the west gate by the front of the library. In addition, it is important that families follow the traffic signs around campus. It is illegal to turn left into the parking lot when heading east on Lincoln Street before school or turn left onto Lincoln Street when exiting the parking lot after school.

I know many families will be doing back-to-school clothes shopping in the next several weeks. When shopping, please keep in mind the school's dress code which is centered on "dressing for success." Students are expected to follow the dress code including: shirts that fully cover the shoulders (no spaghetti straps or tank tops), back, and midriff area, shorts and skirts that are close to the mid-thigh, closed-toe shoes, nonintrusive jewelry (e.g. large hoop earrings and large belt buckles are not permitted), no inappropriate messages or images on clothing, and no sagging or baggy pants. Unfortunately, students who are not following the dress code will require family members to bring appropriate clothing to school. Students who do not consistently follow the dress code will receive school-based consequences. Please help us avoid this situation by committing to LGA's dress code. For more specific information about the dress code families should review the handbook that is on the school's webpage.

As you progress through the school year, please do not hesitate to call upon us to assist you with any concerns or questions that you may have. It is my goal to have students and families experience Lemon Grove Academy for the Sciences and Humanities Middle School in a positive way throughout the school and beyond.

Sincerely,

Gilbert Gutierrez
Principal

PARENT AND STUDENT HANDBOOK

To ensure the success of all students and to make this a positive year, we have updated the Lemon Grove Academy for the Sciences and Humanities Handbook that must be read, understood, and followed by all members of our learning community. Students, parents/guardians and middle school staff members must work together to support a safe campus and respectful environment in which each student can realize their personal and academic potential.

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SCHOOL MISSION

We, the community of students, staff, and family members, commit ourselves to providing a quality education in a safe and caring environment. We participate in relevant and innovative learning experiences that nourish our curiosity and develop our maximum potential. As a community of learners, dedicated to each person's success, we strive to meet the challenges of the twenty-first century.

SCHOOL VISION STATEMENT

Lemon Grove Academy for the Sciences and Humanities consists of a united group of stakeholders who are committed to student achievement. Collectively, we strive to create a school where every child is challenged to grow academically, socially, and emotionally with learning opportunities that build a high self-efficacy towards education. To reach this goal, specific attention is dedicated towards promoting student's ability to self-reflect. Furthermore, students believe they can be successful at school and that classroom learning directly ensures that students are active participants in their learning and consequent education.

We envision a school where the community knows they are not only valued, but are considered a key component of a child's education. Our vision is to have an open campus where staff and families collaborate regularly on student learning. In addition, teachers regularly collaborate with each other to ensure consistency towards common core state standards, improved classroom instruction and the sharing of creative ideas and energy to increase student learning. At Lemon Grove Academy for the Sciences and Humanities we believe that together, anything is possible and that only together will we be able to reach our goals.

We envision a school where **all** students reach high levels of academic success. To achieve this goal, we acknowledge and strive to take direct action to close the achievement gaps that exist between our Latino, African American, and English Learner subgroups and our Caucasian subgroup. We work to build strong, positive relationships with students and the community. We have high expectations for all students and strive to ensure that all students are actively engaged in their learning. We know that in order for real learning to exist **Every Child, Every Minute, Every Day** must receive powerful instruction that is differentiated to their individual level.

Lemon Grove School District

STANDARDS FOR COMMUNITY-WIDE CONDUCT

Parent's & Visitor's Guidelines

In order to maintain a safe and respectful educational environment for the students and staff of the Lemon Grove School District, it is essential that all parents and visitors to our buildings be aware of their responsibilities and must adhere to the following code of conduct.

Public Conduct on School Property

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or his/her designee is responsible for all persons in the building and on the grounds. **The following rules apply to visitors to all Lemon Grove School District schools:**

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- During school hours, all visitors to the school must report to the main office upon arrival at the school. Visitors are required to sign in to the district's visitor system, Raptor, and will be asked to present a photo identification, at which time a visitor's identification badge will be issued. The visitor's badge must be worn at all times while in the school or on school grounds.
- Parents/Guardians or citizens who wish to observe a classroom while school is in session are required to arrange such visits with the principal at least 24 hours in advance, so that class disruption is kept to a minimum.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. Law enforcement may be called if the situation warrants.

Conduct Prohibited on School Property

No person shall:

- Use language which is threatening, intimidating or profane when speaking to a member of the school community.
- Intentionally injure any other person or threaten to do so.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Use electronic listening or recording devices in a classroom without the teachers' and principal's permission.

- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Approach someone else's child in order to discuss or chastise them because of perceived actions of this child towards their own child. (Such an approach may have legal consequences.)

Persons in violation of the Code of Conduct

The authorization of a visitor to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, a call will be made to law enforcement.

The district reserves its right to pursue a civil or criminal legal action against any person violating the code.

FAMILY INVOLVEMENT POLICY

The start of each new school year brings a heightened level of excitement. The Lemon Grove Academy community has traditionally embraced their children's school, and the Lemon Grove Academy staff wishes to provide the best possible learning environment. It is our belief and hope that the community and the staff will work to develop mutual support for students' learning through parent involvement and home school communications.

Children learn best when their families are active participants in the education process. Families may choose a variety of involvement activities, such as, volunteering in their child's classroom, participating in the various school-based parent committees, or reading to and helping their child with homework on a daily basis. Regardless of the size and shape of the involvement, there is no doubt that families are a critical piece of every child's academic and social success.

As a staff, Lemon Grove Academy teachers will plan a rewarding school experience for every child. The staff desires that **every** child learn to the best of their ability in a challenging yet supportive environment. Lemon Grove Academy's' teachers are skilled in creating a positive classroom environment that incorporates the latest, research-proven teaching strategies, and they will work hard to communicate regularly with families.

The work on such parent involvement and communication begins before the first day of school and continues beyond the last day of the school year. This process will be monitored through various parent/school committees. Everyone, regardless of their formal involvement, is welcome to contact the school or staff at any time with any level of concerns or issues.

Lemon Grove Academy for the Sciences and Humanities

BELL SCHEDULE

2019-2020

Regular Day Schedule

7 th Grade		8 th Grade	
Period	Time	Period	Time
Advisory	8:20 – 8:31	Advisory	8:20 – 8:31
1	8:34 – 9:22	1	8:34 – 9:22
2	9:25 – 10:12	2	9:25 – 10:12
3	10:15 – 11:03	3	10:15 – 11:03
4	11:06 – 11:53	4	11:06 – 11:53
Lunch	11:53 – 12:25	5	11:56 – 12:44
5	12:28 – 1:16	Lunch	12:44 – 1:16
6	1:19 – 2:07	6	1:19 – 2:07
7	2:10 – 2:58	7	2:10 – 2:58

Extended Advisory Schedule (Mondays & Wednesdays)

7 th Grade		8 th Grade	
Period	Time	Period	Time
Advisory	8:20 – 8:47	Advisory	8:20 – 8:47
1	8:50 – 9:35	1	8:50 – 9:35
2	9:38 – 10:24	2	9:38 – 10:24
3	10:27 – 11:12	3	10:27 – 11:12
4	11:15 – 12:01	4	11:15 – 12:01
Lunch	12:01 – 12:33	5	12:04 – 12:49
5	12:36 – 1:21	Lunch	12:49 – 1:21
6	1:24 – 2:09	6	1:24 – 2:09
7	2:12 – 2:58	7	2:12 – 2:58

* Please note that morning supervision starts at 7:50. The earliest students who are not enrolled in the Before School EDP should arrive to campus or any adjacent area is 7:50.

STUDENT CALENDAR/SPECIAL DAYS

- 7th grade orientation- August 13th
- 8th grade orientation- August 14th
- First Day of School- August 21st
- Back to School Night- September 11th
- Parent-Teacher Conferences (Minimum Days)- October 2nd-4th
- Parent-Teacher Conferences (Minimum Days)- February 20th- 21st

Important Dates to Remember- Holidays, Breaks, & School Closures	
Monday September 2, 2019	Labor Day
Monday November 11, 2019	Veteran’s Day
Monday-Friday November 25-29, 2019	Thanksgiving Break
Monday December 23- Friday January 3, 2020	Winter Break
Monday January 6, 2020	No Student Attendance- Staff Professional Development
Monday January 20, 2020	Dr. Martin Luther King Jr. Holiday
Monday February ,10, 2020	Lincoln’s Birthday
Monday February 17, 2020	President’s Day
Monday April 6- Friday April 17, 2020	Spring Break
Monday May 25, 2020	Memorial Day

STUDENT CODE OF CONDUCT

1. **Behave appropriately in the classroom, on school grounds, and on the way to and from school.** At no time engage in horseplay including play fighting, chasing or any aggressive physical behavior.
2. Follow the directions of classroom teachers and other school staff, obey the rules and procedures of the school and each classroom, and avoid behaviors that disrupt school activities.
3. Resolve any potential conflicts with others without confrontation or threat of violence and seek adult assistance to resolve issues. In the event of a physical or verbal altercation, students are to walk away from the incident. Students running towards or 'jumping' into a physical or verbal altercation will incur disciplinary action from the site administrators.
4. Act with personal integrity at all times - treat classmates, staff and visitors to campus with courtesy and respect – at no time engage in plagiarism, forgery, theft, bullying, harassment, vandalism or disruption of school activities.
5. Follow district policy which defines and prohibits sexual harassment – at no time use inappropriate language or make obscene gestures.
6. Wear appropriate attire while at school – follow the dress code guidelines.
7. Arrive to school on time and report to class on time – absences can only be excused by parent/guardian for Governing Board approved reasons.
8. Come to school prepared with learning supplies and completed assignments.
9. Take proper care of personal, school and district property at all times; respect other's property.
10. Eat and drink only in designated areas unless given permission by a staff member – students are to dispose of trash properly. Students may not bring outside food and/or beverages onto campus such as Starbucks, Jack in the Box, 99 Cents Store and/or any other convenience store items.
11. Keep cell phones turned OFF and put entirely away (in backpacks) upon entering the school campus, unless certified staff authorizes access. Cell phones on vibrate while in the classroom are NOT acceptable. Headphones and earbuds must also be placed in backpacks.
12. Leave valuable personal items and electronic devices including but not limited to; iPods, MP3 players, PSPs, cameras, laptops, etc. at home. The school and District are not responsible for any lost or stolen personal items including cell phones and will not investigate the cause of such loss/theft.

13. Follow the drug, alcohol and tobacco-free campus policy at all times – this includes not using, possessing, selling or distributing tobacco, vape or e-cigarettes, or any controlled substance including look-a-like drug substances or drug-related paraphernalia.
14. Follow district policy and state law which prohibit possession of any dangerous objects including but not limited to knives, guns, look-a-like weapons/toys, fireworks, poppers, laser pointers, etc.
15. Wear a helmet when riding bikes, skateboards or scooters to school – bikes, skateboards and scooters are to be locked in school’s bike rack - roller blades and motorized bikes, scooters or Hoverboards are not allowed at school. Students who do not choose to wear a helmet will not be allowed to park their form of approved transportation on campus and parents may be subject to citation.
16. Leave school grounds when dismissed and go directly to an approved supervised after school activity or home – students are not to loiter on or near school grounds after dismissal.

BEHAVIOR EXPECTATIONS & POSITIVE DISCIPLINE PLAN

Believing that all students have a right to learn, and all teachers have a right to teach, we agree upon these school wide rules:

1. Follow directions at all times.
2. Be kind, cooperative, and respectful - keep from hurting others verbally and physically.
3. Respect the rights, safety, and property of everyone.
4. Behave in a way that does not disrupt teaching and learning.
5. Show respect to all students and staff, whether you are a student or a staff member.

Key Points:

1. In order for the program to be effective, the basic rules must be fairly and consistently applied.
2. Since the greatest percentage of our students do follow the rules, the majority of discipline efforts should be on “Praising our Students” and acknowledging our students. These students are excellent role models and are acknowledged throughout the year.
3. For those students choosing to break the rules the following steps will be followed and documented:

Step 1: The teacher gives a warning and counsels the student about following school rules and classroom expectations.

Students may be assigned to serve a 15 minute “See Me” after school, with their teachers. This gives them the opportunity to talk through any concerns and review expectations outside of instructional time. Detention in excess of 15 minutes requires parent/guardian notification, and if not feasible to serve on the same day, detention would be assigned for the following day.

- Step 2:** The teacher counsels the student, records the behavior, possibly issues an afterschool detention, and will notify the parent/guardian.
- Step 3:** The teacher refers the student to the principal or assistant principal/designee resulting in an administrator/student conference and possible parent/guardian contact.
- Step 4:** The principal or assistant principal/designee may arrange a conference to include the student, the teacher, the administrator and the parent/guardian. Further disciplinary action may be taken by the administrator. This action may include, but is not limited to: loss of special privileges, lunch detention, after school detention, assignment of community service, a written letter of apology, placement on ineligibility list, schedule change, in-school suspension, suspension from school, administrative hearing at the district level. Failure to attend detention will result in non-participation at school activities such as: extra-curricular activities, school dances, field trips, promotion ceremony, etc.

Parents/guardians, teachers, students and the principal/assistant principal will work together seeking solutions and alternative programs for a student's behavioral problems. However, habitual disrespect, defiance, malicious actions, obscene language, sexual harassment, and/or fighting, rock throwing, or physical harm will not be tolerated. ***The seriousness of a behavior may result in an immediate referral to the principal/assistant principal.***

Student Recognition

Students will be recognized for their efforts and commitment to their education in a variety of ways including:

- Quarterly celebrations for academic success
- Field trip rewards
- Guest speakers
- Lunch time opportunities, privileges and more!

DRESS CODE GUIDELINES

Student dress and appearance should reflect that LGAM is a place of learning. Students are asked to exercise good judgment regarding their clothing and grooming so as to not distract from the learning environment. Shoulders are to remain fully covered and straps are to be fastened over the shoulders, including overall straps. Midriffs must be covered at all times and closed-toed shoes are required. Students who choose to wear inappropriate clothing to school will require a parent/guardian to bring appropriate clothing to school for them. Continued dress code violations will result in parent/guardian contact, disciplinary referral, and possible suspension from school for defiance.

Dressing For Success:

The following attire is **NOT** allowed at school or during school-related activities:

- Shirts that expose shoulders (i.e. tank tops), midriff, cleavage, including backless, strapless, “muscle”, spaghetti strap, low-cut, see-through, tank tops
- Shorts/skirts/dresses above mid-thigh
- Any pants worn below the waistline where underwear or gym shorts are visible
- Any form of headgear including, but not limited to, hats/visors that are not properly worn facing forward, any color bandana, hoods, rags, hairnets, hair-picks, combs
- Headphones and earbuds must be removed and placed in backpacks upon entering the school campus.
- “Hoodies” must be pulled down upon entering the campus.
- Gang identification colors or the gang-appearance, including sagging or oversized pants/shorts
- Clothing with underwear and/or undergarments showing
- Clothing with violent language or images
- Clothing with images or language depicting tobacco, drugs, alcohol, or gambling (or any illegal activity)
- Clothing with hate speech, profanity, pornography
- Clothing with language or images that create a hostile or intimidating environment (based on any protected class-racial/ethnic/religious/sexist slurs)
- Metal belt buckles with initials, pocket chains or any apparel that might be considered as a possible dangerous object may not be worn or displayed.
- Platform/high heel shoes (greater than 2”), flip flops, open toed shoes, sandals/slides, shoes with rollers inserted
- Pajamas, slippers and blankets (flannel pants are considered pajamas)
- Earrings with large hoops or that are long and dangle (the size of a quarter in diameter or smaller is appropriate); spiked jewelry
- Graffiti on notebooks, books, backpacks, etc. (because they create distractions inappropriate to the learning environment)

**Dress code guidelines are subject to change when needed to ensure a safe and respectful campus environment as determined by the site administrators.*

TECHNOLOGY USE GUIDELINES

Netiquette (Network Etiquette*) The use of technology and the Internet requires that you abide by accepted rules of network etiquette. These include, but are not limited to:

- **Be Polite.** Do not send abusive messages to anyone.
- **Use Appropriate Language.** Do not swear or use vulgarities or any other inappropriate language. Any reference to illegal activities is strictly forbidden. If you know about messages relating to illegal activities you must report this to the school authorities.

- **Posting Information on the Web.** Do not include the name of the school/district or personnel when posting pictures or videos that may have any sort of negative connotation that could be interpreted as inappropriate or offensive in any given manner.
- **Keep what's private... PRIVATE!** Do not reveal your personal information or personal information of anyone else. This includes names, addresses, phone numbers, images and files.
- **Respect Copyright.** Anything accessible on the Internet should be assumed to be the property of the author and may not be reused without permission. In other words, it's not acceptable to copy/ paste text, images, film clips, or music without citing the source or getting permission from the author.
- **Plagiarism.** No student shall engage in any activity that involves cheating, plagiarism (the taking of ideas or writing from another and passing them off as one's own).
- **Do Not Disrupt the Network.** Do not use the network in a way that would disrupt its use by others. This includes destroying data of another person or intentionally 'hacking' into the system.

*Etiquette: showing good manners

CYBER-BULLYING

Cyber-bullying can include email messages, instant messaging, text messaging, cell phone communication, Internet blogs or social media sites, chat rooms, postings, web sites, or other means of communication through technology that:

- deliberately threatens, harasses, intimidates or in any way ridicules an individual or group of individuals.
- places someone in fear of being harmed or fear of damage to their personal property.
- disrupts the orderly operation of the school.
- sends mean, vulgar or threatening messages or images.
- posts sensitive, private information about another person without their permission.
- allows someone to pretend to be someone else in order to make that person look bad.

If you believe you or one of your friends is being cyber-bullied you should tell a school staff member, teacher, assistant principal or principal.

Consequences for cyber-bullying may include disciplinary action at the classroom, school site, district level or by law enforcement. This may include behavioral interventions up to and including suspension or expulsion. (Education Code § 48900)

Some Considerations for the Proper Care and Use of District-Provided Technology

The Lemon Grove School District has gone to great deal of effort to provide each student, teacher and classroom with the most up-to-date technology tools and equipment. You can show your respect and appreciation by demonstrating the following:

1. **Keep the equipment safe.** Do not intentionally harm or destroy any piece of equipment provided for your use.
2. **Take care when you start or finish using the equipment.** Take a couple of extra seconds to properly put away your equipment and make it ready for the next person. Put the mouse, power cord, keyboard, and Ethernet cord in the correct place as directed by your teacher.
3. **Keep the equipment clean.** Please do not mark on cases, screens, or any other part of technology in your classroom or in your possession. Put your trash in the cans provided in each classroom...please keep food and liquids away!
4. **Follow the Netiquette Rules.** The use of this equipment is a PRIVILEGE, not a right. Inappropriate use may result in cancellation of those privileges.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued at the end of each quarter. Academic marks indicate the student's progress in acquiring or improving skills and developing desirable habits and attitudes. Citizenship marks are based on a student's behavior in the classroom. Each teacher establishes behavior expectations and informs students and parents/guardians of their classroom management and grading procedures. Report cards will be sent home with students within one week of the end of the quarter, and Progress Reports will be sent home with students around the half-way point of every quarter.

Academic Marks:

		Grade Point Average (GPA)
A	Excellent	4.0
B	Good	3.0
C	Average	2.0
D	Below Average	1.0
F	Failing	0.0

Citizenship Marks:

Grade Point Average (GPA)

O	Outstanding/Excellent Behavior	4.0
G	Good Behavior	3.0
S	Satisfactory Behavior	2.0
N	Needs Improvement	1.0
U	Unsatisfactory Behavior	0.0

During each quarter, a progress report and a report card will be issued directly to all students who will be responsible for bringing them home to their parents/guardians. Students are to have a parent or guardian sign the report and then return it back to their Advisory teacher by the assigned due date. In addition, parents/guardians are encouraged to access their child’s most up-to-date grade information via Illuminate throughout the year.

PROMOTION STANDARDS (AR 6146.5)

In June 2008 the district’s Governing Board adopted Admin. Reg. 6146.5 -*Middle School Promotion Requirements*. These requirements provide more structure and definition to the middle school program by defining promotion requirements, performance expectations, and appropriate remedies for students who are falling behind. Detailed information concerning promotion requirements is provided to members of the school community at the beginning and throughout each school year. **This Administrative Regulation includes a minimum criteria for promotion from 8th Grade of a “C” or higher academic, AND a “S” or higher citizenship grade point average cumulative during grades 7 and 8.** Any student not meeting Promotion Standards is considered ineligible for extracurricular activities including the end of year promotion ceremony.

ELIGIBILITY

Students who intend to participate in school activities which extend beyond their normal day, such as athletics, elected office, performing arts, band, performance groups, and other school sponsored events (i.e. fieldtrips, school dances and other celebrations), must possess the designated academic G.P.A. to participate in the event during the grade reporting period immediately preceding the activity. Should a student lose their eligibility after purchasing a ticket, the school/ASB will not refund the cost of the ticket.

PHYSICAL EDUCATION

Physical Education (P.E.) Requirements (Education Code § 51240-51246)

All students are required by state law to participate in physical education. Students in 7th – 8th grades are required to be dressed in appropriate P.E. clothing including athletic shoes and are asked to take their P.E. clothes home for cleaning on a weekly basis. Students may wear gym shorts and a t-shirt (black gym shorts, plain gray t-shirt). Students may not wear their P.E. clothes during the school day unless directed to do so by administration.

P.E. Lockers for 7th– 8th Grade Students

Students will be loaned a combination lock and assigned to a locker. If the lock is lost the student must pay to replace it. Lockers are the property of the school and may be checked by staff at any time. All belongings must be locked inside the locker at all times. The school cannot be responsible for lost or stolen items. No glass containers, hairspray, aerosol cans, or food are allowed in the locker rooms. To ensure the safety of personal items, all lockers should be locked and combinations should not be shared. **For the safety and privacy of all students, at no time may a cell phone or electronic device be visible inside the locker room.**

Limiting P.E. Activity

If for any reason a student cannot take part in the full P.E. program, the parent/guardian must send a note or provide documentation from a physician stating the reason and duration of time the student's activity must be limited. Parents/guardians may excuse a student from P.E. for up to 3 days; longer periods of time must be requested by a physician. Notes are to be brought to the Health Office in the morning before school.

Out of Bounds

In the interest of safety, students are expected to remain in designated areas of campus at all times. Examples include: during lunch – remain in the lunch area/assigned recess area unless given permission by a staff member to go elsewhere; during P.E. remain in the locker room or assigned P.E. area.

CHARACTER EDUCATION

At the middle school campus, we are committed to developing our students into positive contributors to society. We believe that specific attention to character development is the key to helping students grow socially, behaviorally, and academically. Through the **Second Step** classroom lessons during advisory period and group discussions, students learn skills in the areas of interpersonal relationships, problem solving, listening, teamwork, leadership, citizenship, and feelings management. Specific attention is focused on the following topics: Empathy and Communication, Bullying Prevention, Emotion Management, Goal Setting, Substance Abuse Prevention.

SERVICE LEARNING REQUIREMENTS

Every student will be expected to complete community service. The service learning requirement will become a part of the student's portfolio and will offer an opportunity for him or her to reflect on their contribution to the school and community. Students and parents will receive detailed information after the start of the school year that will outline service learning requirements and information.

ARRIVAL AND DEPARTURE OF STUDENTS

General Information

7866 Lincoln Street

Lemon Grove, CA 91945

Office: (619) 825-5628 ▪ Fax: (619) 825-5781

Office and Telephone Hours: 7:00 a.m. to 4:00 p.m., when school is in session.

Parents/guardians are encouraged to call with questions or concerns.

Please be on time! Please make note of the time school begins:

7:50 a.m. – Gates open and a free breakfast is available for all students

8:15 a.m. – Report to class bell

8:20 a.m. – School starts and all students should be present and in their seats prepared to learn

Students should plan to arrive at school no earlier than 7:50 a.m. Each child should leave school promptly upon dismissal and go directly home, crossing only at the crosswalk. Students should report to their homes before going anywhere else-no other stops should be made without permission of parent/guardian. **No supervision is provided before 7:50 a.m. or after 3:05 p.m.**

School Dismissal

At the end of the school day students are expected to both leave campus and go home or sign into a supervised after school activity by 3:05 pm, or sooner on scheduled Minimum Days. Loitering on or around school grounds is not permitted. Students may not visit the office after school to make phone calls or to loiter inside the lobby. Administration will contact the parents/guardians of students who repeatedly remain on or around campus after school to request that they make arrangements for their child's proper supervision after dismissal.

No Parking Zones

If your child is transported to and from school by car, parents and guardians are asked to observe the No Parking areas designated by red-painted curbs and/or signs posted in those areas. Parking in these areas is prohibited for safety reasons as well as to allow the free flow of car and bus traffic. No parking in the Drop-Off Zones or the bank parking lot, PLEASE. **Be aware that our parking lot is patrolled by the Lemon Grove Police who will ticket for violations.**

ABSENCES, TARDINESS, RELEASE OF PUPILS

Attendance (Education Code § 48200, 48290)

Good attendance is one of the keys to a good education. Students are expected to be in their seats when the bell rings. When a pattern of late arrival is documented, students will be required to serve detention during lunch, or after school. School personnel will notify parents/guardians when a student has excessive tardies and the student may be referred for additional intervention/consequences. All students are expected to come to school every day and on time, unless there is a valid excuse limited to those listed under "Excused Absences" on page 21.

It is essential for families to contact the office when their child is absent on the first day he/she is out to inform us of the reason for the absence. We have a 24 hour attendance line that families can call. The number is (619) 825-5741. When calling please leave the child's name, reason for absence, and your name. If this is not possible, a signed note from the parent/guardian must be provided to the office on the day the student returns to school explaining the reason for the absence or an unexcused absence or truancy may be recorded. Please be specific in stating the nature of the illness. State law places the responsibility for regular attendance upon the parents and/or guardians. State aid funds are lost each day for all absences.

Tardiness disrupts your child's instructional program, and that of his/her classmates. Instructional time is lost by all students when a child enters the classroom late. Each unexcused tardy lowers a student's citizenship grade. Please help your child meet his/her obligation by being on time each morning. Parents/guardians will be contacted if excessive tardiness occurs, and students will be expected to make up the missed time. Parents/guardians are also contacted when students have excessive absences.

Please remember that pupils are expected to remain on the school grounds during school hours and during lunchtime. If you must take your child out of school during the school day, it is necessary for you to come to the office and sign a permit to leave. For your protection, children are only released to the parent, guardian, or other authorized persons listed on the "Emergency Card." For your child's safety, there can be no exceptions. **Please do not call and ask that your child be sent out early for dismissal or contact/text message your child directly.** This is not giving your child the full allotted minutes of schooling necessary for his/her grade level, and we do not have a way to notify students in a timely manner.

Emergency Contact Information

For the safety of your child, a Student Information Form will be maintained in the school office. This form must show personal information such as correct name, address and phone number, the name and telephone number of your doctor, your work phone, and the name and number of a neighbor or relative who the school may contact in case of illness or emergency. It is imperative that you report any change of information on the card to the office without delay.

A student will not be released (nor information regarding the student given out) to any person not listed on the emergency card unless specific authorization has been given in writing by the parent/guardian or the court. Authorized older brothers or sisters over 18 years of age who drive should be indicated on the emergency cards if they may pick up students during the year. You may use e-mail to inform the school of updated information.

RETURNING TO SCHOOL AFTER AN ABSENCE

Under Lemon Grove School District Administrative Regulation (AR 5113), the following methods may be used to verify the reason for student absences:

1. Written note from parent/guardian
2. Telephone call from parent/guardian to school office
3. Visit to student's home by a verifying employee
4. Physician's verification

Parents/guardians are to contact the school as soon as possible to verify the reason for a student's absence. The school will attempt to verify absences by using the automated calling system to contact parents/guardians on a daily basis. Absences remaining unverified after 3 school days will be recorded as unexcused. Students will acquire a detention or a disciplinary referral when three unexcused absences are recorded.

Limits on Parental Verification of Absences (Educ. Code 46014, 48205) (Admin. Reg. 5113)

When a student has *10 excused absences* in the school year a parent/guardian may no longer excuse their child's absences by writing a note or calling the school. In order to have any additional days of absence excused, a parent/guardian must either:

1. Provide the school with a written note from a physician or other professional documenting either the medical, legal or bereavement reason for each day of absence within three days upon the student's return back to school.
2. Bring the student to the school nurse, health clerk or designee to determine whether the child is healthy enough to attend school that day

The school will send a letter to the parent/guardian informing them of this requirement and it may be formalized in the form of an attendance contract. Any additional absences not verified in either of the ways listed above will be recorded as unexcused. Unexcused absences can result in a referral to the School Attendance Review Board for possible legal action.

Excused Absences (Education Code § 46010, 48205)

Regular attendance is a key factor in school success. Under California Education Code Section 48205, a student's absences will be excused only for the following reasons:

1. Personal illness
2. Quarantine under direction of a county or city health officer
3. Medical, dental, optometric or chiropractic appointments
4. Attendance at funeral services of an immediate family member
5. Upon request of parent/guardian and approval of principal/designee for justifiable personal reasons.

Unexcused Absences/Tardies and Truancy (Education Code § 48260 and 48260.5)

An unexcused absence is a day when a student is out of school without a valid excuse. Please see valid reasons for excusing absences above. An unexcused tardy is a day on which a student arrives late without a valid excuse. Students will be classified as truant if they have three days of either unexcused absences or unexcused tardies of more than 30 minutes. Truancy is against the law and may result in legal as well as school-based consequences. An on-going pattern of truancy/unexcused absences will result in a referral to the School Attendance Review Board for possible legal action.

Making Up Work Missed Due To Absence (Education Code § 48200)

It is the student's responsibility to **request** missed work immediately upon return from an absence and to complete the work within the timeframe given by the teacher. Parents/guardians may request work if the student will be absent for several days. Work may be picked up after school in the front office the day after the work is requested. It is advisable to call to confirm that assignments are ready before coming to pick them up.

INDEPENDENT STUDY CONTRACT (EDUCATION CODE § 51745-51749.3)

When a family knows at least five school days in advance that a student has to miss five or more days of school, the parent/guardian can request an Independent Study Contract (ISC) so the student will not accumulate unexcused absences. Reasons students might need an ISC include a family trip or a sports related trip for an out-of-state tournament. **Parents/guardians must contact the office to arrange for an ISC at least five school days ahead of time to give teachers time to prepare assignments.** All work must be submitted on the day the student returns to school and all assignments must be complete in order to earn full attendance credit. An incomplete ISC will result in unexcused absences.

EXTENDED DAY PROGRAM (EDP)

Contact: 619-825-5600 ext. 2655

Our schools are funded through the State of California's After School Education and Safety Program to provide before and after school activities. The EDP is staffed by district employees and includes academic and enrichment opportunities. The EDP is free to all enrolled school students; **however participation is based upon space and availability.** Before School: 6:45 AM until school day begins; After School: Begins when school day ends; open until 6:00 PM (including on all Minimum Days).

Visitors-Closed Campus Policy (Education Code § 48211, 48212; Health & Safety Code § 3389)

Our schools are closed campuses. Only enrolled students may be on campus when school is in session or during school activities. Due to liability, no student volunteers/visitors (minors under the age of 18) are allowed unless arrangements have been made in advance with the teacher and site administration. Parents/guardians are always welcome! When the school day is in session, all adult visitors must check in and out through the front office using the district's visitor system (Raptor) and wear a visitor's badge while on campus. A photo identification will be required to sign into the Raptor system. Students may not leave the grounds for lunch or at any time during the school day except in the company of a parent/guardian or authorized adult or a truancy will be recorded. Parents/guardians must come into the office to sign students out.

Emergency Drills and Instruction

Our school has a disaster plan that is discussed and shared with students during the year. School instruction concerning fire/evacuation drills is given regularly and drills are held throughout the year. This enables students to react calmly to any emergency situation that might occur. Fire drills are held monthly. Emergency drills for earthquake, chemical spill, and lockdown, are held every other month. During an emergency, we expect parents/guardians to follow our directions. Do not take students from school without following proper procedures.

Food Services (Education Code § 49510-49520, 48980)

All students of the Lemon Grove School District receive No Cost Breakfast. Breakfast is served each morning in the cafeteria/quad area. The cafeteria is open each day for lunch. Lunch is provided at a cost

of \$2.65 per day. If you believe that you qualify for free or reduced cost lunch, please complete the National Lunch Program Form to determine eligibility.

Lost and Found

A lost and found box is kept near the PE Locker Rooms. Small items such as keys and jewelry are placed in a box in the office. Students may check for lost items before and after school. Items in the lost and found box will be given to charity at the end of each semester. If you find something on the grounds, please bring it to the office.

Personal Property at School

Students are not to bring valuables to school including expensive jewelry, large amounts of cash, and electronic devices such as laptops, i-Pods, iPhones, etc. ***Students that choose to bring these items must understand that the school will not be responsible or liable for any lost or stolen articles and will not investigate the cause of such loss or theft (including lost or stolen cell phones).*** Students are to leave personal property such as toys, games, sports equipment and other play items at home.

School Telephones

The office phone is only for school business or in the case of an emergency. Students may only use a phone at school with permission of staff. Once school is dismissed, students may not access the school phones inside the office. Please make pick-up arrangements in advance.

Messages for Students

We will not interrupt a class to deliver a phone message to a student except in the case of an emergency. If there is an emergency, parents/guardians are asked to call the office and ask to speak to an administrator. If the situation warrants interrupting a class the message will be delivered as soon as possible. Parents/guardians can generally expect a response to an email or phone message within a 48-hour time period.

CELL PHONES AND ELECTRONIC DEVICES (EDUCATION CODE §48901.5)

In order to respect the important work of the classroom and the teaching and learning environment, cell phones and electronic devices (and all other valuables) should be left at home. California Education Code (48901.5) allows school districts to regulate the possession and use of electronic devices by students while on school grounds. If needed, students may use the school office phone for emergency calls after first obtaining permission from school personnel.

Students who choose to bring a cell phone and other electronic devices to school must understand that the school will NOT be responsible or liable for any lost or stolen articles, and will not investigate the cause of such loss, theft or damage. At no given time on campus may students visit social networking sites, take photos/videos, or publish any of the above in addition to audio recordings. All cell phones and electronic signaling devices shall be turned OFF and put away in backpacks upon entering the school campus, unless authorized by a staff member. If disruption occurs, or the Cell Phone & Electronic Devices Policy is breached, the following consequences will be put into order. In the event a severe infraction occurs relating to this policy, a student could bypass this progressive disciplinary model and skip to greater disciplinary action.

- 1st Violation** = Verbal warning and the cell phone/electronic must be surrendered to the Assistant Principal's office where the student may pick-up the device at the end of the school day.
- 2nd Violation** = Surrender cell phone/electronic device to the Assistant Principal's office where only the parent/guardian may pick-up the device at the end of the school day; after school detention may be assigned.
- 3rd Violation** = Surrender cell phone/electronic device to the Assistant Principal's office where only the parent/guardian may pick-up the device at the end of the school day; after school detention assigned and further disciplinary action may occur.

Repeated offenses will result in further disciplinary action.

Lemon Grove Academy is requesting the support from both students and their parents/guardians so students may focus their time and energy on excelling in their academics. Phone use is expected to be kept at a minimum and realistically the majority of the instances students request to use their phone can be taken care of at home.

Cell phones must be turned OFF and put entirely away in the backpack during the school day, unless certified staff authorizes access. Cell phones may not be kept in pockets. Cell phones on vibrate while in the classroom are NOT acceptable. Cell Phone & Electronics Devices Policy does allow for students to use cellphones or electronic devices for academic reasons while under the direct supervision of a teacher.

Contacting Teachers

Parents/guardians wishing to speak to a teacher or to schedule a teacher conference should call the school during office hours, 7:30 a.m. to 4:00 p.m. to leave a message for staff. Teachers are also available by email. Parents/guardians can generally expect a response to an email or phone message within a 48 hour time period. For 7th-8th grades, parents/guardians can access grades, teacher websites, and e-mail addresses through the district's student data program, ***Illuminate***.

Homework Policy

Homework should be viewed as an extension of the classroom. It is to be a meaningful practice and explained thoroughly by the teacher prior to assignment. It should take into consideration the age and ability of the child. Homework will be reviewed regularly by the teacher, graded and recorded. It will then be considered and used as part of the final grading process. Homework provides a link between home and school. It opens up avenues of communication between the parent/guardian and the child. It gives parents/guardians an opportunity to get involved in their child's education and teaches the child responsibility for his/her own learning.

Textbooks

Textbooks are distributed to students as a tool to support learning. These resources are considered school property on loan to students. Once these resources have been assigned to a student, they become the sole responsibility of the student. Students will be required to pay for lost, stolen or damaged textbooks and for books checked out through the Media Center.

Hall Passes- Student Passports

Students are not permitted outside the classroom during class periods unless accompanied by a staff member or with a hall pass in their possession. No hall passes will be issued during the first and last 10 minutes of class. To ensure instructional time is maximized, students will be issued a “passport” at the beginning of each quarter, to monitor the amount of time out of class. Students who do not use up all of the opportunities on the passport will be given extra credit in advisory class at the end of the quarter. For students that have a medical/personal need, parents may contact the nurse or Assistant Principal and exceptions can be made.

Bathroom Policy

For the safety, security, and privacy of all students, backpacks are not allowed in the restrooms. Students must leave their backpacks in the classroom or at the entrance to the bathroom. Small toiletry bags for feminine hygiene products are permitted. Students may also use the restroom in the nurse’s office, if a backpack is needed.

HEALTH OFFICE AND SCHOOL NURSE

Students should notify the nearest teacher or campus supervisor immediately in case of injury, illness or emergency. Students who are sent to the health office should go directly there. **A certified school nurse is assigned to our school on a rotating basis.** Our Health Clerk is on duty daily from 7:30-4:00 p.m. She works cooperatively with the nurse to carry out activities directed toward finding health problems and assisting parents to seek help for them. They do not diagnose illness, but may send a child home after first contacting the parent/guardian. The nurse will be happy to confer with parents/guardians regarding health problems of children. In all cases where an injury leaves blood on a student’s clothing, the parent/guardian will be contacted to bring clean clothes to school or to take the student home to change.

Students who may be feeling ill should visit the health clerk’s office. School personnel will contact the authorized adult if the student should be sent home from school. Students may not personally use their cell phone or electronic device to contact a family member to request they come to pick them up from school for any reason. Disciplinary action may occur.

The Health Clerk is available for students with medical emergencies and health related issues arising during school hours. Students must obtain a pass from their teacher before coming to the Health Office. Parents/guardians are asked to inform the Health Clerk of any student health issues that arise.

Communicable Disease Control

Please notify the school immediately in the case of contagious disease such as chicken pox, strep, lice, etc., in order that school may notify the parents/guardians of other children who have been exposed. Children should remain at home until free from fever for at least 24 hours. Those who vomit during the night/in early morning should stay home until free from symptoms for 24 hours.

Medication

The Lemon Grove School District recognizes that some children need to take medication at school. To encourage school attendance, school personnel (nurse, health clerk, or secretary) will assist in carrying

out physician's recommendations for medication in the exceptional circumstance that a child's health would be jeopardized without it. When medication cannot be adjusted so that all doses are given at home, the following precautions must be observed for the safety of your child and others, and to comply with state law:

1. All medication must be brought to school offices by an adult.
2. **No medication whether prescribed or over-the-counter can be given in school unless there is a physician's written order and a signed statement from the parent or guardian.**
3. Medication must be brought into the school office in a prescription bottle labeled with the student's name, physician's name, name of medication and amount and time to be given; special instructions should accompany the prescription bottle. This should include: how medication is to be stored, side effects, and how taken i.e.: with food, water, juice.
4. Under no circumstances are students to carry medication on them, in a purse, backpack or lunchbox. Prescription and over-the-counter medication must be cleared with the health office. This includes, but is not limited to: cough drops, aspirin, vitamins, throat sprays, and inhalers.
5. The child must be instructed to report to the office to take the medication at the appropriate time.
6. If a child is on life sustaining medications such as insulin, epileptic medication, asthma and allergy medication, it is important to discuss this with the District's Nurse. In case of a disaster, preparation must be made to insure each child has a three day supply for an emergency. Physician's written orders need to be obtained to ensure your child gets the medications he/she needs.

PARENT ENGAGEMENT

Volunteering (Education Code § 35021)

Our school welcomes family involvement. Parents/guardians are encouraged to contact the front office and be connected to our Parent Volunteer Coordinator to arrange times to volunteer at school.

PTA (Parent Teacher Association)

Our school has a very active and successful PTA. They support our school's program and sponsor many different activities including class field trips, school assemblies and student recognition events. The PTA's success depends on parental support and participation! Join the PTA and help our students enjoy all the positive programs provided by this organization. Contact the school office for more information.

SSC (School Site Council)

Our SSC is made up of elected parents and guardians, community members, teachers and other school personnel and also serves as our School Advisory Council (SAC). The SSC oversees the development and implementation of the Single Plan for Student Achievement (SPSA). The responsibilities of the SSC, in conjunction with the principal, are as follows:

- The development and recommendation of the SPSA and subsequent modifications.
- The review of the effectiveness of the SPSA in cooperation with school personnel.
- The annual review and modification (if necessary) of the SPSA and developing the School Improvement Budget.

ELAC (English Language Advisory Committee)

Our ELAC is comprised of parents/guardians whose primary language is typically a language other than English. This group advises the principal and School Site Council on issues regarding English language learners. All parents/guardians are welcome to attend ELAC meetings.

STUDENT SERVICES

The School Social Worker is available to assist students with academic and personal issues. S/he is also able to help families connect with local community resources for counseling and other assistance. Students can request to see Student Support staff through the office and parent/guardians are encouraged to call the school as needs arise at (619) 825-2152 or (619) 825-2154.

If a Student Has a Concern...

There are many caring adults on campus who are available if a student is concerned about a situation or is experiencing difficulty with another student. Classroom situations are best resolved by the teacher; students should let the teacher know if they are having difficulty in a specific class. Other situations are best referred to our Student Support staff or an administrator. It is important that students report concerns in a timely manner so that issues can be addressed and resolved before the end of the day. Students are expected to alert an adult of any situation that is a violation of school rules, California Education Code, and/or California Law. Students can remain anonymous and should not hesitate to inform an adult regarding issues of safety.

We Tip Anonymous Hotline: 1 - (800) 78-CRIME www.wetip.com

Serious threats or crimes can be reported using an anonymous hotline. Using an anonymous hotline means students or community members can take action and do the right thing without giving their names. Reports can be made by telephone or on-line.

Another resource is **Students Speaking Out: 888-580-8471 – studentspeakingout.org**

Law Enforcement Interview (Board Policy 5145.11)

Law enforcement officials may interview students without the presence of a school official or without first notifying the parent of the impending interview. This procedure is necessary in order to avoid interfering with a law enforcement investigation. We have a La Mesa Police Department School Resource Officer who works with our school to assist with any situations that require or would benefit from law enforcement involvement.

California Penal Code Section 415.5 (paraphrased)

Any person who (1) fights within any building or upon the grounds of any school or challenges another person to fight, or (2) maliciously and willfully disturbs another person within school buildings or upon the grounds by loud and unreasonable noise, or (3) uses offensive words within school buildings or upon the grounds which are likely to provoke an immediate violent reaction is guilty of a misdemeanor

punishable by a fine not to exceed \$400 or by imprisonment in the county jail for a period of not more than 90 days or both.

BULLYING

Bullying may be defined as the activity of repeated, aggressive behavior intended to hurt another person, physically or mentally. Bullying is characterized by an individual behaving in a certain way to gain power over another person. Bullying can include:

- **Physical** - hitting, shoving, grabbing
- **Verbal** - teasing, name-calling, including racial or sexual slurs
- **Social** - spreading rumors, shunning or excluding

Each of us is part of promoting a safe and respectful campus. Bullying is not allowed. Please report bullying to an adult so that this unacceptable behavior can be addressed. Students, Parents and/or Guardians may complete and submit a *Report of Allegation of Bullying/Harassment* to the assistant principal where additional follow-up will occur relating to the situation.

THREATS

A threat is any expression of an intent or plan to harm someone. Threats may be:

- Spoken, written, or expressed in other ways such as through gestures
- Direct (“I’m going to beat you up”) or Indirect (“I’m going to beat him up later”)
- Vague (“I’m going to hurt her”) or Implied (“You better watch out”)
- Possession of a weapon will be investigated as a possible threat.

If a student feels threatened or knows about a serious threat to someone else, he/she should seek assistance from an adult. School staff and administrators take all threats seriously. Please report threats or threatening behavior to an adult as soon as possible.

SEXUAL HARASSMENT (CA ED CODE 48980, 231.5)

Sexual harassment involves the unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone in the education setting. Sexual harassment is prohibited and includes:

- Sexual assault
- Physical abuse (unnecessary or unwanted touching, pinching, or cornering)
- Verbal abuse (propositions, lewd comments, or sexual insults)
- Subtle or overt pressure for sexual favors accompanied by implied or overt threats
- Leering, gestures, or displaying of material designed to embarrass or intimidate

Any student who feels that s/he has been the victim of sexual harassment shall immediately report it to a teacher and the principal/assistant principal. Any student who has knowledge of conduct (be it employees of the district, volunteers or other individuals in the school community, or students) which

may constitute sexual harassment, shall immediately report this conduct to the school principal/assistant principal.

BICYCLES, SKATEBOARDS OR SCOOTERS

A bike and skateboard rack are located at the back of the cafeteria, as well as near the front office. The school is not responsible for loss, damage or theft of these items brought to school. Heavy-duty bike locks are necessary for all bicycles and skateboards. **By law, helmets are required for all students riding bicycles, skateboards, scooters, etc. Should a student choose to not properly wear a helmet, they will receive only one warning. Any violations that may be recorded after the warning will cause the student to not be given the privilege to secure their bike, skateboard, and/or scooter on campus for the remainder of the school year.**

Only students in 4th- 8th grades are allowed to ride to school. We recommend that students complete the Lemon Grove Police Department's Safety Course. Children who ride their bikes must abide by the following safety rules or they may no longer be allowed to bring bike on campus due to safety concerns:

- Enter school grounds by front gate, walk bike to bike rack and lock it to prevent theft
- Keep bicycles away from buildings and out of hallways.
- Walk bicycles on school property/sidewalks at all times.

Motorized Scooters, Hoverboards & Roller Blades (CA Penal Code § 21212)

In order to protect the safety of all children, motorized scooters, Hoverboards and roller blades are not allowed on school property. For safety reasons, skate shoes (like Heelys) are not allowed.

Graffiti/Vandalism

All "tagging" or graffiti is considered an act of vandalism and will result in disciplinary as well as financial consequences. Students may not be in possession of notebooks, binders, or any other items which display graffiti. Marking pens or other items typically used to write graffiti (i.e. permanent markers/ "Sharpie" pens) are prohibited on campus.

BANNED ITEMS

In addition to items prohibited under district policy and state law, students are not allowed to have items at school that create a disruption to the learning environment or a safety hazard. Items such as permanent markers/sharpies, aerosol sprays, pump sprays, laser pointers, cards/dice used for gambling purposes, weapons, drug or alcohol paraphernalia, lighters, etc. are prohibited and could lead to an immediate school suspension or other disciplinary action.

SEARCHES/SEIZURES

The law provides school administrators with wide latitude to search students, their possessions, and lockers in the ongoing effort to maintain a safe and secure campus. When an administrator/designee has a "reasonable suspicion" that a student may be in possession of an illegal item or dangerous object, the student and his/her possessions may be searched by the administrator/designee in the presence of another adult. Students should be aware that any item found in their possession will be assumed to

belong to them. In addition, confiscated cell phones may be inspected and searched when a site administrator/designee has reasonable suspicion that a violation has occurred, is in the process of being committed, or has reasonable cause to believe that a search of the cell phone's contents is necessary to maintain a safe school environment or enforce other school policies and state law.

Sale of Any Items

Students are not allowed to sell any items on campus. This includes non-school related fundraising activities.

SNACKS, GUM, CANDY

Lemon Grove School District has adopted a robust wellness initiative that includes a strong focus on healthy eating. Students may bring a nutritious snack (fresh fruit, fresh vegetables, water, 100% fruit juice) for their mid-morning snack. **These items should be no more than one serving size.** The following items are NOT allowed at school: sunflower seeds in the shell, cookies, *Flamin' Hot* chips, Cheetos, or other chips/products that turn fingers orange/red, chips greater than one serving size (2 oz. or less), ramen noodles, candy, gum, soda, energy/power drinks, caffeine drinks, or other unhealthy, high sugar food items.

Public Displays of Affection

Excessive displays of affection are inappropriate on school grounds or during school sponsored activities. Public displays of affection include hugging, kissing, holding of hands, and other physical demonstrations that are considered to be inappropriate when conducted in public.

Please Be Aware

Situations or problems that arise during the school year that are not specifically covered in this handbook will be governed by Lemon Grove School District Board Policy and addressed by site administration.

SUSPENSION & EXPULSION

A suspension is a temporary removal from school. It is normally from one to five days in duration. However, in the case of recommendation for expulsion, it may be extended until the next meeting of the governing board.

A suspended student may be allowed, at each teacher's discretion, to complete assignments and tests missed during suspension if these can be reasonably provided. Upon satisfactory completion, full credit shall be given.

In cases of repeated or extreme violations of the Education Code the principal may recommend that expulsion proceedings be initiated. An expelled student has gone through an extensive legal process, is no longer allowed to attend school on a regular campus, and must enroll in an alternative setting such as a Juvenile Court & Community School for up to one year.

A student may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to any of the following:

- **While on school grounds**
- **While going to or coming from school (including off campus)**
- **During or while going to/coming from a school-sponsored activity (on and/or off campus)**

Depending on the severity of the situation, the administrator may substitute detention, campus beautification/community service, or other disciplinary action for suspension. Alternatives to suspension or expulsion may be imposed against any student who is truant, tardy, or otherwise absent from school activities, including detention. Parent/Guardians are responsible for their students during a suspension.

A student may be suspended from school or recommended for expulsion if the principal or designee determines that the student has committed any of the following actions outlined in Education Code Section 48900:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the student had obtained written permission to possess the item from a certificated school employee, which is concurred 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 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, as defined in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid substance or material as controlled substance, alcoholic beverages, or intoxicants.
- 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/nicotine
- i) Committed an obscene act or engaged in habitual profanity or vulgarity
- j) Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties
- l) Knowingly received stolen school property or private property
- m) Possessed an imitation firearm— meaning a replica of a firearm that is substantially similar in physical properties to a firearm as to lead a reasonable person to conclude that the replica is a firearm
- n) Committed or attempted to commit a sexual assault
- o) Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary matter
- 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, as defined in subdivisions (f) & (g) of section 32261, directed specifically toward a pupil or school personnel
- s) Aided/abetted infliction/attempted infliction of physical injury

Section 48900.2

Committed sexual harassment (Grades 4th-8th).

Section 48900.3

Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

Section 48900.4

Engaged in harassment, threats, or intimidation directed against school personnel or students.

Section 48900.7

Threat against school officials, school property or both.