

# STUDENT HANDBOOK

2024-2025



**LA PAZ MIDDLE SCHOOL**

1300 North Sanborn Road  
Salinas, CA 93905

# La Paz Middle School

## 2024-2025 BELL SCHEDULES

### REGULAR BELL SCHEDULE

(Monday (lunes), Tuesday (martes), Thursday (jueves) & Friday (viernes))

PERIOD	TIME	LENGTH
Homeroom	8:10 a.m. – 8:31 a.m.	21 minutes
1	8:36 a.m. – 9:29 a.m.	53 minutes
2	9:34 a.m. – 10:27 a.m.	53 minutes
3	10:32 a.m. – 11:25 a.m.	53 minutes
4	11:30 a.m. – 12:23 p.m.	53 minutes
Lunch	12:23 p.m. – 1:03 p.m.	40 minutes
5	1:08 p.m. – 2:01 p.m.	53 minutes
6	2:06 p.m. – 2:59 p.m.	53 minutes

### WEDNESDAY BELL SCHEDULE (Horario del miercoles)

PERIOD	TIME	LENGTH
1	8:10 a.m. – 9:01 a.m.	51 minutes
2	9: 06a.m. – 9:52 a.m.	46 minutes
3	9:57a.m. – 10:43 a.m.	46 minutes
4	10:48 a.m. – 11:34 a.m.	46 minutes
Lunch	11:34 a.m. – 12:14 p.m.	40 minutes
5	12:19 p.m. – 1:05 p.m.	46 minutes
6	1:10 p.m. – 1:56 p.m.	46 minutes
Teacher Collaboration	2:05 p.m.- 3:25 p.m.	1 hour 20 minutes

### MINIMUM DAY SCHEDULE (Dia Minimo)

PERIOD	TIME	LENGTH
1	8:10 a.m. – 8:50 a.m.	40 minutes
2	8:55a.m. – 9:31 a.m.	36 minutes
3	9:36 a.m. – 10:15 a.m.	36 minutes
4	10:20 a.m. – 10:12 a.m.	36 minutes
Lunch	10:53 a.m. – 11:28 a.m.	35 minutes
5	11:33 a.m. – 12:09 p.m.	36 minutes
6	12:14 p.m. – 12:50 p.m.	36 minutes



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### **LPMS Vision**

La Paz Middle School will be an exemplary school committed to the advancement of all students.

### **LPMS Mission Statement**

La Paz Middle will provide a safe and intellectually challenging environment where students will thrive and become empathetic, critical, and creative thinkers.

### **Collective Commitments**

As certified staff, we are committed to supporting the La Paz Middle School Vision and Mission. To do so, the certified staff will:

- We will closely monitor each student's learning to inform and improve instruction and proactively intervene when students need extra support.
- We will work collaboratively and take collective responsibility for the success of each student.
- We will hold ourselves accountable for student learning and developing each student's potential.
- We will provide families with resources, strategies, and information to keep them engaged in their child's education.
- We will model everything we expect from our students, including life-long learning, positive behaviors, and respect.
- We will recognize students for striving toward academic success and exemplary behavior.
- We will create and maintain a positive, caring environment that encourages intellectual curiosity and creativity.

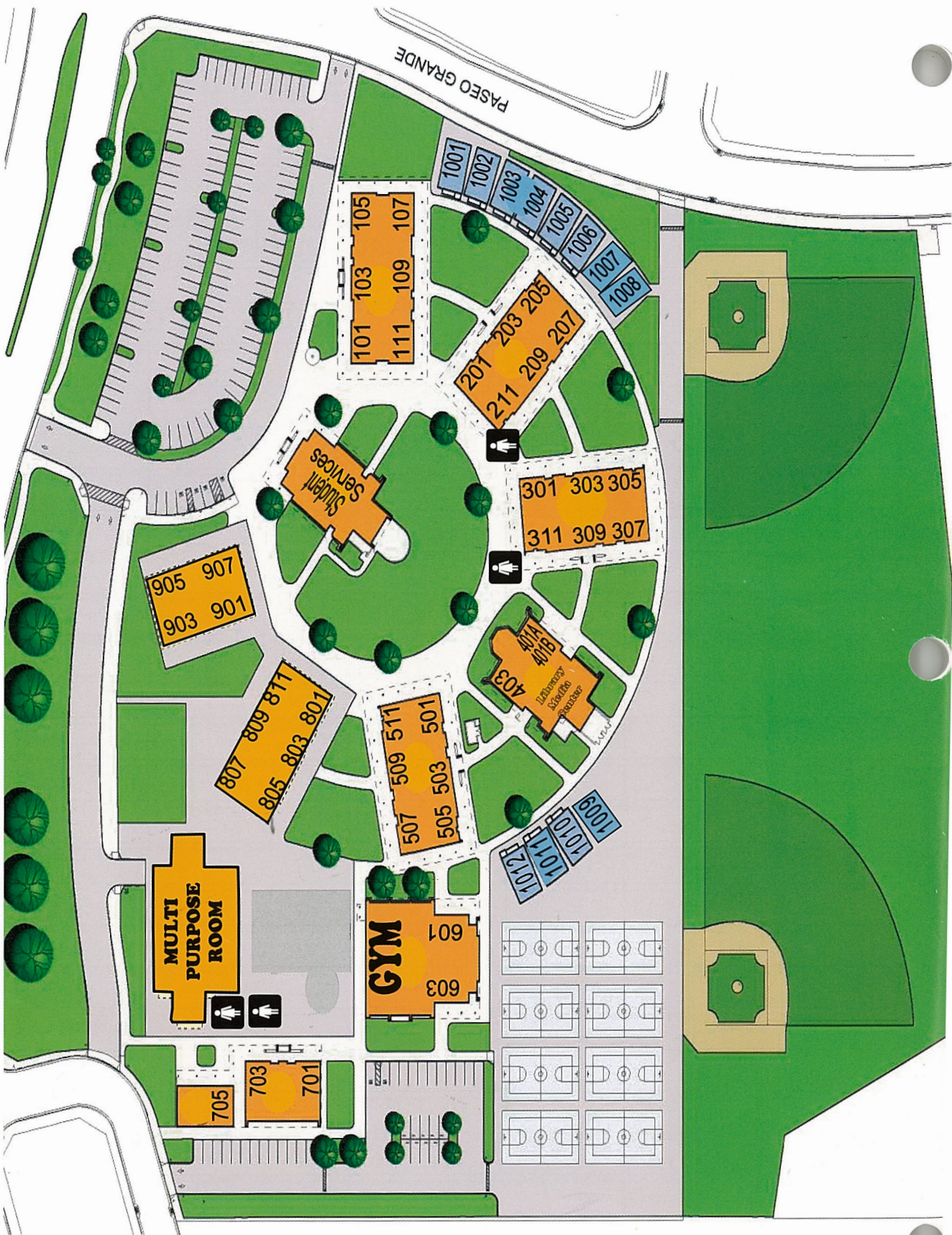
Vision, Mission, and Collective Commitments were created collaboratively by the LPMS staff, they will be in place until officially updated and there is agreement to the changes by the majority of the LPMS staff.

# The Panther Way

	Safety	Respect	Responsibility
<b>All Areas</b>	<ul style="list-style-type: none"> <li>● Have positive and appropriate interactions with others</li> <li>● Keep hands, feet and objects to self</li> <li>● Walk at all times. Facing forward</li> <li>● Stay to the right in the hallway</li> <li>● Stay on sidewalks. Stay off grass</li> <li>● Get adult help when needed</li> <li>● Report unidentified visitors</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be kind</li> <li><input type="checkbox"/> Be honest</li> <li><input type="checkbox"/> Empathize; understand how your actions make other people feel</li> <li><input type="checkbox"/> Listen</li> <li><input type="checkbox"/> Be patient</li> <li><input type="checkbox"/> Address people using their proper names</li> <li><input type="checkbox"/> Use manners: ("Please", "May I?", "Excuse me", "Thank you", "Sorry", "Yes")</li> <li><input type="checkbox"/> Respect personal space, including desk areas and the materials/equipment of teachers and others</li> <li><input type="checkbox"/> Use appropriate language and voice level</li> <li>● Respect others' differences and opinions</li> </ul>	<ul style="list-style-type: none"> <li>● Be prepared and on time</li> <li>● Follow directions</li> <li>● Follow through on commitments</li> <li>● Use problem solving skills</li> <li>● Take care of materials/equipment you use</li> <li>● Always leave an area better than you found it</li> <li>● Electronics and Cell Phones are OFF at all times, out of sight and put away</li> <li>● Leave gum at home</li> </ul>
<b>Passing Period and Hallway</b>	<ul style="list-style-type: none"> <li>● Open doors carefully</li> <li>● Walk quietly, facing forward</li> <li>● Keep hands, feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Use appropriate voice level &amp; kind words</li> <li>● Listen to and follow directions of all adults</li> <li>● Ask for permission appropriately. Say: "Please", "May I?", "Excuse me"</li> <li>● Have positive interactions with others</li> <li>● Respect personal space</li> <li>● Keep hands, feet and objects to yourself</li> <li>● Wait patiently in line to enter classroom</li> <li>● Respect Instructional Zone with silence</li> </ul>	<ul style="list-style-type: none"> <li>● Pick-up and place trash in garbage cans</li> <li>● Use restroom and/or drink water at beginning of break</li> <li>● Follow directions</li> <li>● Line up quickly when minute bell rings</li> <li>● Carry a hall pass whenever you are in hallway during class time</li> <li>● Go directly to your destination</li> <li>● Keep walls free of any markings or scratches</li> </ul>
<b>Lunch Area &amp; Cafeteria</b>	<ul style="list-style-type: none"> <li>● Wait patiently in single file line</li> <li>● Enter and leave single file (1 by 1) through assigned doors</li> <li>● Hold food with both hands</li> <li>● Sit on bench with both feet under table</li> <li>● Sit at tables; do not stand on them</li> <li>● Keep hands, feet, your food, and all objects to yourself</li> <li>● Speak only after chewing or swallowing</li> <li>● Use Physical Education Equipment properly</li> <li>● Leave lunch area only with staff permission</li> <li>● Walk</li> </ul>	<ul style="list-style-type: none"> <li>● Use inside voice in lines and in cafeteria</li> <li>● Keep and stay in your own place in line; wait your turn</li> <li>● Respect personal space and property (binders, backpacks)</li> <li>● Say: "Please", "May I?", "Excuse me", "Thank you", "Sorry", "Yes" (not "Yeah")</li> <li>● PETS – Please, Excuse Me; Thank You; Sorry</li> <li>● Use utensils, napkins, and food in the intended manner</li> <li>● Chew with your mouth closed</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sit at the table while eating</li> <li><input type="checkbox"/> Only eat your own food</li> <li><input type="checkbox"/> Carefully clean your space</li> <li><input type="checkbox"/> Place garbage in trash can</li> <li><input type="checkbox"/> Keep all food in the cafeteria/ lunch area</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>● Use bathroom for its intended purpose only</li> <li>● Use only the toilet paper you need</li> <li>● Place only toilet paper in toilet</li> <li>● Always wash and dry hands</li> </ul>	<ul style="list-style-type: none"> <li>● Quietly wait your turn</li> <li>● Respect the privacy of others</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use sinks, soap, toilet tissue, and toilets correctly</li> <li><input type="checkbox"/> Flush toilet</li> <li><input type="checkbox"/> Minimize your time in the bathroom</li> <li><input type="checkbox"/> Place trash in proper bin</li> <li><input type="checkbox"/> Keep the area you use clean and free from litter</li> <li><input type="checkbox"/> Inform adults of vandalism</li> </ul>

	<b>Safety</b>	<b>Respect</b>	<b>Responsibility</b>
<b>Assembly &amp; School Events</b>	<ul style="list-style-type: none"> <li>● Stay in assigned seat</li> <li>● Keep hands, feet and objects to yourself</li> <li>● Wait for arrival and dismissal instructions</li> <li>● Enter and exit calmly and quietly</li> <li>● Walk</li> </ul>	<ul style="list-style-type: none"> <li>● Give speaker full attention, facing forward</li> <li>● Use inside voice</li> <li>● Be respectful of your neighbor</li> <li>● Listen actively</li> <li>● Respond as appropriate to speaker's message</li> <li>● Celebrate appropriately: Applaud without screaming or yelling</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep feet off furniture</li> <li><input type="checkbox"/> Keep noise to a minimum</li> <li><input type="checkbox"/> Listen attentively</li> <li><input type="checkbox"/> Applaud when appropriate</li> </ul>
<b>Morning Arrival</b>	<ul style="list-style-type: none"> <li>● Enter campus gates upon arrival</li> <li>● Be cautious crossing street to campus</li> <li>● Walk quietly and calmly</li> <li>● Walk bikes and skateboards to bike rack area</li> <li>● Walk quietly and calmly to cafeteria for breakfast</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be considerate of drivers when crossing the street</li> <li><input type="checkbox"/> Greet others with a smile</li> <li><input type="checkbox"/> Greet staff and students appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Place trash in proper bin</li> <li>● Go to class as soon as bell rings</li> <li>● Follow school uniform policy</li> <li>● Keep shirts tucked in</li> </ul>
<b>Afternoon Dismissal</b>	<ul style="list-style-type: none"> <li>● Walk bikes and skateboards off campus</li> <li>● Walk quietly and calmly</li> <li>● Stay to the right in the hallway</li> <li>● Be aware of traffic</li> <li>● Use sidewalks and crosswalks</li> <li>● Keep front doors clear</li> </ul>	<ul style="list-style-type: none"> <li>● Be considerate of drivers when crossing the street</li> <li>● Wait calmly and quietly for your ride</li> <li>● Respect personal space</li> <li>● Keep hands, feet and objects to yourself</li> <li>● When using the school phone, stay in single file line and wait quietly</li> <li>● Enter office only if necessary (by yourself)</li> <li>● Be polite and respectful to office staff</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leave school promptly or go directly to destination</li> <li><input type="checkbox"/> Place trash in proper bin</li> </ul>
<b>Learning Areas ( library, computer labs )</b>	<ul style="list-style-type: none"> <li>● Walk at all times</li> <li>● Move calmly and quietly</li> <li>● Push in chair when leaving table</li> <li>● Use tables and chairs appropriately</li> <li>● Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep feet off furniture</li> <li><input type="checkbox"/> Protect equipment from breakage</li> <li><input type="checkbox"/> Return materials to proper places on time</li> <li><input type="checkbox"/> Treat books gently</li> <li><input type="checkbox"/> Use library time appropriately</li> <li><input type="checkbox"/> Use shelf markers</li> <li><input type="checkbox"/> Listen to and follow directions of all adults</li> <li><input type="checkbox"/> Remain on task</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use an inside voice</li> <li><input type="checkbox"/> Have I.D. ready to check out books</li> <li><input type="checkbox"/> Wait patiently to check out books or use the computer</li> <li><input type="checkbox"/> Use internet appropriately and as directed</li> <li><input type="checkbox"/> No food, drink or gum</li> <li><input type="checkbox"/> Immediately alert staff of any damage to books</li> </ul>
<b>GYM / MPR</b>	<ul style="list-style-type: none"> <li>● Use equipment appropriately</li> <li>● Must be supervised by an adult</li> <li>● No food, drink or gum</li> <li>● Sit properly in bleachers</li> <li>● Change back into school uniform after P.E. class</li> <li>● Use body sprays appropriately</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Show good sportsmanship</li> <li><input type="checkbox"/> Be a team player</li> <li><input type="checkbox"/> Share equipment and space</li> <li><input type="checkbox"/> Respect learning environment of nearby classrooms</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep belongings in lockers</li> <li><input type="checkbox"/> Return equipment to designated area</li> <li><input type="checkbox"/> Wear appropriate P.E. uniform</li> <li><input type="checkbox"/> Bring materials</li> <li><input type="checkbox"/> Change clothes and enter/exit locker room quickly and quietly</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>● Use chairs and tables appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Enter and exit office through front door</li> <li>● Follow staff directions</li> <li>● State your purpose politely and quietly</li> <li>● Use good manners</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain permission to use the phone</li> </ul>
<b>Emergency Drills</b>	<ul style="list-style-type: none"> <li>● Take emergency drills seriously</li> <li>● Follow adult directions</li> <li>● Line up quickly and quietly</li> <li>● Walk safely and quietly to and from evacuation area</li> <li>● Quietly stay in line in evacuation area</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Stay quiet and listen</li> <li><input type="checkbox"/> Help other when appropriate</li> <li><input type="checkbox"/> Keep hands, feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Listen for and follow directions</li> <li>● Remain in line until dismissed</li> <li>● Only use cell phone to contact parent if given permission by a staff member</li> </ul>





## **ACCELERATED READER**

Middle Schools participate in the Accelerated Reader (AR) Program. Accelerated Reader helps teachers motivate students to improve reading comprehension and fluency. Through Accelerated Reader, students are motivated to read books at their reading level and to progress to more challenging books as they improve their reading skills. All students are encouraged to read and take AR quizzes. Students accumulate AR points based on the number of books they have read and quizzes they have passed. Prizes are awarded to students as they earn AR points.

## **ACADEMIC HONESTY**

All Middle School students are expected to take pride in their achievements. Students must rely on their talents and abilities to complete academic work at a level in which they take pride. Academic dishonesty is the act of participating in obtaining or attempting to obtain credit for work by the use of dishonest, deceptive, fraudulent, or unauthorized means. Collaborative studying is not academic dishonesty when specifically permitted or required by a teacher.

The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. Students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to District and school-site discipline rules.

## **ACTIVITIES**

In addition to dances and school-wide activities, such as rallies, special dress-up days, and spirit weeks are planned by the Leadership Class and the Associated Student Body (ASB). All students are encouraged to get involved and participate in school activities.

## **AGENDAS**

Organization and self-responsibility are important parts of the elementary to middle-school transition. Students have six classes with multiple assignments, projects, and tests. Additionally, students may have club meetings, sports practices, and games. All of this needs an organizational system. Agendas are used to help students be successful. They are a helpful way for students and parents to see what is assigned and what is happening on a daily or weekly basis. There are places to record daily assignments for each class period. Additionally, the agenda is full of other helpful school information. Agendas are given to each student for free at the beginning of the school year. Replacements can be purchased at the student store or office, depending on the school site.

## **ATTENDANCE**

Regular attendance is very important and directly affects a student's academic performance. Students should only be absent when ill or because of a family emergency. Students are required to attend at least 85% of the days enrolled. Students who are absent more than 15% of days enrolled risk being retained and not being promoted to high school.

Parents are required to call the Attendance Office to report a student's absence. The school's voice mail system is available to record calls 24 hours a day. Parents should leave their name, the student's full

name, the date of absence, the reason for absence, and the date of expected return to school. A note may also be sent that includes the same information. If a call or note is not received, every effort will be made to contact a parent at home or place of employment to verify that the absence is excused and not truancy. Parents of students who are absent for one or more periods in a day will receive an automated message from the school. For Tardies, see “Tardiness”.

Parents/guardians must be present (in person) at the attendance office prepared to show their Picture ID to pull a student out of class. Students may not be pulled out of class during the last 15 minutes of the school day. We strongly encourage appointments to be made during non-school time if possible.

## **AFTER SCHOOL PROGRAM**

Tutorial classes are offered to support student learning beyond the school day. Classes vary but generally include remediation/support in all core content classes. See the main office for more information.

## **AVID (Advancement Via Individual Determination)**

AVID is an elective program designed to help middle school students prepare for and succeed in a high school, college, university, and careers. AVID offers a rigorous program of instruction in academic study habits, personal growth, career goals, and college-level planning. If interested, please contact the AVID Coordinator or AVID Counselor for an application.

## **ATHLETICS**

Students may participate in an after-school sports league with several of the middle schools in the area. Sports vary from season to season and may include volleyball, basketball, soccer, wrestling, and track. Half of the games are played “away” at other middle schools and half of the games are hosted on our school campus. It might be necessary to limit the number of students who “make the team” by holding tryouts. Students must have at least a 2.0 grade point average and no more than one “UN” in their citizenship grade or no more than one “F” in the previous quarter to be eligible to participate in after-school sports. Additionally, athletes and guardians must attend a Drug-Free Contract Signing Meeting before the season. These are available at night and on multiple dates throughout the school year. Reference the “Eligibility” section for more details.

## **BACKPACKS**

Students are encouraged to carry only necessary items in their backpacks. Backpacks must not show any insignias, logos, labels, or graffiti associated with gangs, drugs, alcohol, or profanity. See the school’s uniform policy for more information.

## **BEHAVIOR EXPECTATIONS**

All middle school students are expected to follow school-wide expectations. See the PBIS matrix for additional information.

## **BEHAVIOR TO AND FROM SCHOOL**

The school’s discipline standards and consequences apply not only when students are on campus but also on the trips to and from school. This also includes during, going to, or coming from school-sponsored activities such as field trips, school dances, celebrations, or athletic events. Students must travel to and



from school safely and courteously. Students are not to trespass on private property or other campuses en route to school or home.

### **BICYCLES, SKATEBOARDS, SCOOTERS, ROLLER SKATES, SHOES WITH WHEELS**

For everyone's safety, bicycles and all other forms of transportation are to be walked on the school grounds, including the parking lot, at all times. Bikes are to be locked in the bike rack area only. California State law requires that all students riding a bicycle wear a safety helmet. It is also suggested that students do not share chains and locks to avoid the possibility of theft. The school is not responsible for lost bicycles, skateboards, or other items.

### **BUS**

You must ride the bus you are assigned to. You are required to arrive at your assigned bus stop 5 minutes before the departure time. You should wait respectfully in line for your turn to get on the bus.

Violating any school or bus rules while riding the bus may result in the bus driver suspending you from riding the bus for up to five days or more depending on the incident or issue. In certain cases, the principal may suspend you from riding the bus for an extended period.

### **CHROMEBOOKS**

All students are assigned a Chromebook for the school year. It is the student's responsibility to care for these devices. All students are expected to adhere to the following norms:

- Students will use their Chromebooks to create, collaborate, communicate, and explore productively.
- When the signal is given, students will give their attention to the teacher.
- Students must bring a charged Chromebook to school every day.
- Headphones will only be used when the teacher gives the OK.
- Food and drink should not be on the same surface as a Chromebook.
- Chromebooks will be put away when the teacher signals to do so.
- If there is a problem with a Chromebook, restart it. If the problem continues, stay engaged with the task and notify the teacher at an appropriate time.

See "Technology Use and Internet Acceptable Use Policy." for additional information.

### **CITIZENSHIP GRADE**

The school must help students develop good character. Students need to be prepared for adult citizenship in jobs and higher education. Students will receive a citizenship grade every grading period from each classroom teacher. Students' citizenship grades in each class depend on their behavior in the classroom.

The grade of "Outstanding", "Satisfactory", "Needs Improvement" or "Unsatisfactory" will be based on the "Citizenship Guidelines". The citizenship grade for each class will be shown on the student's report card, but not on the transcript or permanent records. Citizenship grades do affect eligibility in sports and activities (see "Eligibility" for more information).

## **CLUBS**

Participation in clubs is open to all students. To start a new club, students must find a teacher sponsor and have it approved through ASB. Information regarding specific clubs is announced in the bulletin and is sent home occasionally.

## **COUNSELING SERVICES**

The mission of the SUHSD School Counseling Program is to provide a comprehensive, developmental program addressing the academic, career, and personal/social development of every student. School counselors work in partnership with other educators, social workers, intervention specialists, parents, and the community to facilitate the support systems that empower and ensure that all students are safe, successful, college and career-oriented, and achieve their fullest potential. Counselor roles are aligned with the American School Counseling Association model standards. Please visit the school site's web page under the counseling service link that has the contact information to reach your assigned school academic counselor and request an appointment either by phone, via email, or by scanning a QR code that directly links to the counselor's Calanderly account. Students and parents can request an appointment with their assigned school counselor at any time.

## **DANCES**

Dances will be scheduled throughout the school year. We try to create an environment in which there is something to do for everyone. The following guidelines are important to remember:

- Students with more than two unsatisfactory "UN" grades in citizenship may not attend these dances.
- I.D. cards are required.
- Students must arrive on time.
- Students must comply with school regulations and rules.
- The daily school dress code must be followed unless specified as a costume dance.
- Students from other schools may not attend the dances.
- Once a student leaves, he/she may not re-enter the dance. Students who wish to leave early must have an adult pick them up at the gym and be released by an adult staff member.
- Students who behave/dance inappropriately are expected to be picked up by a parent and sent home early.

Parents are expected to pick up students promptly after the dance. Students who are not picked up within 15 minutes of the dance end time will risk their ability to attend future dances.

## **DELIVERIES**

Deliveries for students are discouraged. This includes lunch, lunch money, backpacks, homework, balloons, flowers, P.E. clothes, or any other items. The staff cannot hold on to personal items as we do not have the capacity to store or deliver items. Parents are encouraged to make arrangements in advance with their students so that there is no disruption to the learning environment at our school.

## **DETENTION**

Any staff member may assign their classroom detention for inappropriate behavior. Students must arrive on time and are expected to follow all staff directions. Detentions include lunch detention and after-school

detentions. Failure to follow through with this obligation may result in a referral to the office and can result in suspension for defiance.

## **DRESS AND APPEARANCE**

Appropriate dress is necessary for the healthy, safe, and undisturbed operation of schools and classes. Student's attire should be neat and clean.

### **The following guidelines shall apply to all regular school activities:**

- Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia that is vulgar, lewd, obscene, profane, or sexually suggestive or that promotes the use of alcohol, drugs, tobacco, or other illegal activity.
- Appropriate shoes must be worn at all times.
- Hats, caps, and other head coverings shall not be worn indoors.
- Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

*Under Education Code 35183.5, students may wear articles of sun-protective clothing including hats, caps, and visors. Other head coverings are not permitted. Students will be allowed to wear such clothing outdoors only. Middle school students may only wear hats or caps that comply with the established uniform colors.*

## **DRUG-FREE CONTRACT**

All students who want to participate in athletics must attend a Drug-Free Contract signing assembly held in the evenings throughout the year. See "Alcohol/Drug Use Policy" in the Student Behavior Manual portion of this handbook.

## **ELIGIBILITY REQUIREMENTS**

To participate in extracurricular activities, you will need to keep up your grades and have good citizenship. Eligibility is defined as having a 2.0 grade point average and no more than 1 "F" and 2 "UNs" in citizenship. If you are suspended for 5 days, or two or more suspensions equivalent to five days, you will be considered ineligible. Ineligibility will be in effect until grades are issued after the end of the next quarter. Students must meet both academic and citizenship eligibility standards to participate in sports. Students must meet citizenship eligibility to attend or participate in dances and other extracurricular activities. The administration has the right to deny entry into any activity at its discretion.

## **E-MAIL COMMUNICATION**

All teachers and administrators have access to email. Parents may communicate via email by using the address formula of [firstname.lastname@salinasuhd.org](mailto:firstname.lastname@salinasuhd.org) for example, to communicate with John Doe, the e-mail address is [john.doe@salinasuhd.org](mailto:john.doe@salinasuhd.org)

## **EMERGENCY INFORMATION**

Parents must notify the school immediately of any change in address, phone number, employment, or emergency information. More than one adult must be listed on the Student Data Transmittal Form at separate daytime phone numbers. Students will **only** be released to adults who are listed on the Student Data Transmittal Form and have valid ID.

Emergency information that is provided to the school on the Student Data Transmittal Form is particularly important in an emergency. Families are encouraged to develop an emergency plan to assist in communication in times of disaster.

## **EXPULSION**

See “Salinas Union High School District Behavioral Manual.”

## **FIGHTING**

Fighting, threatening to fight, or promoting fighting either on or off campus (on the way home, on the way to school, at the bus stop, or through social media) is not tolerated. Rough horseplay or play fighting will be treated as seriously as “real” fights. Consequences may include parent/student/administrator conferences, suspension, police citation, and/or expulsion for repeated offenses.

## **FIRE AND DISASTER DRILLS**

As required by law, fire, and disaster drills are practiced regularly. Students are expected to remain with the supervising teacher during the drill.

## **FOOD SERVICES**

Breakfast, Lunch, and Snacks are available to all enrolled students at no cost regardless of income under the Community Eligibility Provision.

Food and drinks are to be consumed in the lunch areas only. Students are responsible for keeping school grounds clean by eating only in those areas allowed.

## **GRADES**

Grades are mailed home 8 times per year, in the middle and at the end of each quarter. If you earn a high grade point average (GPA), you will be honored by our Renaissance Program.

Students receive academic grades as well as citizenship grades. Grade point averages (GPAs) are computed on a four-point scale:

A=4.0          B=3.0          C=2.0          D=1.0    F=0.0

To calculate a GPA, add up the total number of grade points based on the chart above and divide by the total number of grades. Students who begin to fail may be placed in an intervention program such as after-school tutorials. Students who receive an “F” for the first semester may be given the opportunity to remediate the failed class during our Saturday Academy, Winter Session, or after-school intervention program, if available. Students who fail to remediate may be retained and will not participate in the promotion ceremony.

## **GUM**

Gum is strictly forbidden on all SUHSD campuses.

## **HANDS-OFF POLICY**

At all middle schools, we have a “Hands-Off” policy. This means that students should keep their hands to themselves. Failure to follow this rule tends to cause problems between students and may lead to disciplinary action. This includes demonstrations of affection such as holding hands, hugging, and/or kissing.

## **HALL PASSES**

Students are required to carry a hall pass or designated pass (e.g. agendas) at all times while they are out of a classroom.

## **HARASSMENT/BULLYING**

SUHSD has adopted a strong policy prohibiting harassment and/or bullying. Students should **immediately** report acts of harassment or bullying to a teacher or school official. Students failing to comply with school and District policy regarding intolerance may be subject to expulsion from the SUHSD. For specific information see the “Bullying, Cyber-bullying, Harassment, or Intimidation” section of the Student Behavior Manual.

## **HEALTH OFFICE**

Only students who have been given written permission or have been escorted by a teacher may go into the Health Technician’s Office. Students are not permitted to have medication on campus without a signed order from a healthcare provider. The form to use is below:

[Order for Administration of Medications at School](#)

[https://drive.google.com/file/d/1VI26wau-6IVYu5nyeCiZs\\_zPS5SGe1at/view?usp=sharing](https://drive.google.com/file/d/1VI26wau-6IVYu5nyeCiZs_zPS5SGe1at/view?usp=sharing)

## **HOMEWORK**

Homework is an important part of learning. Students are to write homework assignments on their agendas. Parents are encouraged to review their child’s homework regularly. It is the student’s responsibility to find out and makeup classwork and homework missed during his/her absence. Students with an excused absence for three days or more may contact the school for a homework request. Please allow 24 hours for teachers to prepare for the missing work.

## **ID CARDS**

All students will be issued a School ID card, free of charge for the first card. ID cards must be accessible every day. The ID cards are used for riding the bus, buying lunch, safety purposes, checking out library books, and participating in extracurricular activities. There is a replacement fee for lost cards.

## **IMMUNIZATIONS**

Students must meet state immunization requirements when enrolling in transitional kindergarten (TK) through 12th grade. Students advancing to 7th grade also must meet state immunization requirements. Parents must show their child’s immunization record as proof of immunization. Students who don’t meet



the immunization requirements may be excluded from school until the parent or guardian provides documentation of compliance with the requirements.

### **LANGUAGE (racist, biased, sexist, gender slurs, and other unacceptable slurs)**

**The SUHSD is committed to recognizing, addressing, and eradicating all forms of racism, gender discrimination, and ethnic oppression.** We condemn racism, discrimination, and bigotry in all forms. All members of the SUHSD community—students, staff, faculty, administration, trustees, alumni, and families—will use non-discriminatory language. Those not in compliance with our language norms will be addressed and instructed on our language norms. Students using unacceptable language will be disciplined according to our school board policies, and California Education Code, and this will result in loss of privileges.

### **LEADERSHIP**

The Student Leadership Class consists of elected and/or non-elected students who are trained to take leadership roles in organizing, managing, and carrying out school activities. Students must maintain a 2.5 grade point average and model excellent behavior in their classes (S's & O's for their citizenship). Students can be removed from the class if they fail to meet these expectations.

### **LIBRARY**

The library is open most days before and after school. Students may check out books, use computers, and study. Students are expected to take care of their books and may be subject to a fee for lost/stolen or damaged books. Failure to return books can result in losing the privilege of checking out more books or participating in extracurricular activities. All debt must be paid each year. Late fees may apply.

### **MATERIALS**

Student names should be on all belongings, including backpacks. Teachers will provide suggested supply lists that each student should have with them every day. Many of the necessary supplies will be on sale at the Student Store and during the scheduled pick-up days before the start of school. All students must carry a school agenda, AR book, and their charged Chromebook at all times.

### **MOBILE COMMUNICATIONS DEVICES**

Unauthorized use or possession of electronic signaling and media devices and other portable electronic or communication devices disrupt instructional programs and distract the learning environment. Therefore, unauthorized use or possession of such devices may be grounds for disciplinary action per board policy 5131.8 District teachers and employees are expected to provide appropriate supervision to enforce District rules and regulations. If a district teacher or employee observes or becomes aware of a violation of the rules and/or regulations, the teacher or employee may:

- Direct student to turn the device off
- Confiscate the device and return it to the student at the end of the instructional period
- Confiscate the device and turn it in to the school office at the end of the instructional period; or
- Notify the principal or designee of the violation and request that the principal or designee take disciplinary action, as appropriate.

## **MODIFIED SCHEDULES**

Every Wednesday we have an early release so that teachers can collaborate and work to support student learning (See bell schedule). We also have several minimum days throughout the year. There may be additional modified schedules during the school year due to various events (e.g. Testing). See the school website for additional information.

## **PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS)**

As part of our district initiative, we work with students to promote positive behavior school-wide. Students have the opportunity to earn incentives and specific praise for their positive behaviors. Teachers and staff are always on the lookout to acknowledge students positively for appropriate behaviors.

PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

PBIS emphasizes teaching behavioral expectations in the same manner as any core curriculum subject. It focuses on preventing inappropriate behavior through clear expectations, teaching, and positive reinforcement. The goal of PBIS is to create a positive school climate where all students can thrive and succeed.

## **PHYSICAL EDUCATION**

Students are expected to dress for and participate in physical education classes daily. The Education Code of the State of California requires participation in physical education. The Physical Education department requires a uniform, which can be purchased at the student's store throughout the school year. For specific uniform requirements, see school policy. Supportive tennis shoes and socks must be worn at all times.

## **PHYSICAL EDUCATION-LOCKERS**

Physical Education lockers are to be used for the temporary storage of class-related supplies, personal items, and the physical education uniform. Lockers are school property and may be inspected by the administration at any time. The school is not responsible for lost, stolen, or damaged property.

## **PROMOTION REQUIREMENTS**

The Salinas Union High School District has established guidelines reinforced in all Middle Schools. The following are the requirements regarding participation in the Promotion Ceremony/Activities.

### **ACADEMIC:**

- Students must pass ALL eighth Grade classes
- \*No semester "Fs" (Students may be provided an opportunity to remediate failed courses from the first semester)

### **CITIZENSHIP:**

- Students must demonstrate Satisfactory Citizenship
- No more than 1 "Unsatisfactory" on the 3rd quarter report card
- No more than 1 "Unsatisfactory" on the 4th quarter report card
- No single 5-day suspension or two separate suspensions during the 4th quarter.

- No serious violation of the behavior code.

### **INDEBTEDNESS:**

- ALL bills are paid
- No outstanding debts for lost or damaged books, Chromebooks, fundraisers, etc.

### **ATTENDANCE:**

- 85% attendance required (8th-grade year only)

Note: This equals 27 days of absence. Double-period classes: For students taking a double-period class with the same instructor, grades, and citizenship are factored in as a singular mark.

### **RENAISSANCE PROGRAM**

The Renaissance Program recognizes all students who earn good grades, and outstanding citizenship, or who work hard to improve their Grade Point Average (GPA). The school provides incentives to encourage all students to be successful.

### **SAFETY DOGS**

Periodically the safety dogs will search classrooms on our campus. This is to discourage students from bringing inappropriate items on campus. If a dog identifies a backpack or other item as questionable, the item will be searched. This is for the safety of all the members of our learning community at all SUHSD schools.

### **TESTING**

Each spring students participate in the Smarter Balanced testing (SBAC). All students are tested in Reading Vocabulary, Reading Comprehension, Spelling, Math Problem Solving, and Math Applications. Additionally, 8th graders will be tested in science. Students must try their best on these tests as they provide an accurate measurement of how well the students are learning the middle school course content. The test scores are also used to measure school-wide achievement and may be used to place students in specific courses.

### **STUDENT STORE**

The Student Store sells PE uniforms as well as spirit wear, school supplies, and PE locks.

### **SEXUAL HARASSMENT**

The Board of Trustees recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. Sexual harassment of students by adults or other students will not be tolerated nor condoned. Instances of sexual harassment should be reported to the Administration immediately. Definition of sexual harassment: Sexual harassment of a student is defined as verbal or physical conduct which is sexual in nature, and which has the purpose or effect of unreasonably interfering with the student's ability to benefit from their education, or of creating an intimidating, hostile, or offensive environment. Other examples of sexual harassment include unwelcome sexual flirtations or propositions, graphic verbal

comments about an individual's body, the display of sexually suggestive objects or pictures in the educational environment, or other inappropriate content.

## **TARDIES**

Students are expected to develop their ability to be on time for class. A student is considered tardy if not in class before the class bell rings. For Physical Education classes, students will be considered tardy if not in the locker room when the bell rings. Excessive tardies will affect a student's citizenship grade. Teachers will determine the consequences of tardiness. Any time after 30 minutes will be considered an absence. There is no such thing as an "excused tardy". If a student is late to school for any reason he/she is marked late automatically; parents/guardians cannot "excuse" a tardy.

## **TECHNOLOGY USE**

Students at all SUHSD Schools are expected to become proficient at using a variety of technology tools. Technology tools and computer networks are to be used in a responsible, efficient, ethical, and legal manner by students in the SUHSD classrooms. Failure to adhere to the District's policy and guidelines as outlined in the "Technology Use Agreement" will result in revocation of the user's access privileges and may result in disciplinary and/or legal action. Students must comply with all the provisions for use of the Internet as contained in the "Technology Use Agreement" that they and their parents sign before receiving authorization to access the Internet at school.

## **TRUANCY**

Students who are off campus without a verified excuse may be detained by the police. Disciplinary action for cutting class, skipping school, being habitually tardy, or being truant will be dealt with through District Policy. Truant absences occur when a student misses one or more classes without a valid excuse. Truant absences accumulate from the beginning of the school year until the end. If a student transfers within the District, the student's Truant absence record will be transferred to the other school.

## **TRUANT ABSENCES/CONSEQUENCES**

### **1. First Truancy Level**

The school will notify parents in person or by telephone and letter regarding the absence and compulsory attendance laws. (Ineligibility for Work Permits and school activities may result; remediation may occur through Saturday School or other disciplinary action).

### **2. Second Truancy Level**

Same as Level 1. The student will be classified as a "Truant." An Attendance Review Conference (ARC) will be held with an administrator designee/student/parent to discuss possible solutions to truancy problems. A contractual agreement will be discussed/signed. The Monterey County District Attorney will be notified regarding the student's truancy.

### **3. Habitual Truancy Level**

Same as levels 1-2. The student is identified as a "habitual truant" and referred to the Monterey County District Attorney for further legal action. (An extended Truant absence will result in a shortened attendance policy process). \*Education Code Sections 48291 and 48293 provide that parents or guardians

who fail to send their children to school shall be subject to a criminal complaint and, upon conviction, payment of a fine.

### **UNIFORM POLICY-MIDDLE SCHOOLS**

All middle schools in the SUHSD District have Board-adopted, mandatory school uniforms. Uniforms were adopted to improve school safety, decrease antisocial behavior, and improve student self-esteem. The middle school uniform policy is enforced at all middle schools in the District. For specific uniform requirements see School Uniform Policy in this handbook.

### **VISITORS ON CAMPUS**

All visitors (including parents) must report to the Main Office to sign in and obtain a Visitor's pass. This pass must be worn at all times while on campus. Before leaving, visitors must report to the office to sign out and return their passes. Students who are not enrolled at that school may not be on campus during school hours.

### **WEB**

WEB, which stands for "Where Everybody Belongs" is a middle orientation and transition program that welcomes 7th graders and makes them feel comfortable throughout the first year of their middle school experience.

### **WELLNESS CENTERS**

Wellness Centers provide prevention and short-term intervention for all students facing social and emotional challenges that impact academic performance, attendance, and behavior. They are safe, supportive environments on the school campuses where students can go to discuss a variety of concerns. Through both on-campus programming and community-based partnerships, students receive coordinated health education, assessment, counseling, and other support services to maximize student engagement and success.



# LA PAZ MIDDLE SCHOOL REQUIRED STUDENT UNIFORM

## I. SHIRTS: SOLID WHITE SHIRT or BLOUSE WITH A COLLAR.

- A. Shirts must be tucked in at all times (both girls and boys).
- B. Shirts must be an appropriate size so as to fit.
- C. No sleeveless or sheer (see through) tops.
- D. T-shirts okay if school sponsored (e.g. Renaissance, AVID or Leadership).
- E. Only solid white undershirt may be worn under regular uniform shirt. No colored undershirts.
- F. No designs, writing or logos of any size. (e.g. Hollister, Aeropostale, etc.)

## II. PANTS: SOLID BLACK PANTS, SLACKS, SKIRT or SHORTS.

- A. No sweat/jogging pants, spandex, or nylon sports pants/shorts.
- B. Solid Black denim is allowed. No overalls or blue jeans, no faded pants.
- C. No baggy or saggy clothing.
- D. No excessively tight clothing.
- E. Skirts & shorts must be an appropriate length as deemed by administration (Knee or ankle length). No slits on skirts.
- F. No torn, cut, or ragged clothing.

## III. JACKETS, SWEATSHIRTS, SWEATERS: SOLID BLACK, WHITE, GRAY.

- A. No designs, writing or logos of any kind, except for La Paz insignia.
- B. No hoods inside or outside.
- C. No Red or Blue

## IV. BELTS: SOLID/PLAIN

- A. No initials or other symbols on belts or buckles.
- B. No excess belt ends hanging.
- C. No red or blue.
- D. No oversized belt buckles.

## V. FOOTWEAR

- A. Must be all black or white or black/white combination (this includes gray).
- B. No other colors allowed.
- C. Must be close-toed and close-heeled.
- D. No sandals or slippers.
- B. Shoe laces, socks, or stockings must be black, white, or gray.

## VI. JEWELRY/HAIR ACCESSORIES/ OTHER ACCESSORIES

- A. No logos or labels, except La Paz logos.
- B. Scrunchies, hair clips and combs must be black, white, or natural metals only.
- C. No red or blue.
- D. Scarves must be black or white or black/white combination (this includes gray).

## VII. BACKPACKS AND BINDERS:

- A. No backpacks or binders with gang signs or symbols, alcohol or drug-related symbols, or any form of profanity.
- B. Backpacks must be black or white or black/white combination (this includes gray).

VIII. OTHER ITEMS: La Paz approved items sold at the Student Store or given as awards by the school will be allowed.

## IX. UNIFORMS FOR PHYSICAL EDUCATION CLASS:

- A. P.E. shirt with La Paz logo or solid gray shirt.
- B. Shorts with La Paz logo or solid gray shorts. Must be appropriate length (knee or longer).
- C. Sweatpants with La Paz logo or solid gray sweatpants are optional.
- D. A sweatshirt with La Paz Logo is optional or a solid gray or black sweatshirt **without hood**.