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## **\*\*DISTRICT MISSION\*\***

For the students in our care, and in partnership with the community, we will create a safe, challenging and comprehensive learning environment that will shape character, nurture intellect and build skills for success in an ever-changing world.

## **\*\*SCHOOL MISSION\*\***

Lone Hill Middle School believes that all students should be able to learn in a safe, clean environment. By providing a rigorous curriculum and a positive learning environment, students will be provided the framework to develop as life-long learners. Students, parents and school personnel are committed to a partnership which will provide a positive learning experience and a solid educational foundation for all students.

## **\*\*SCHOOL WIDE GOALS\*\***

The Lone Hill Middle School goal is to provide a learning environment, which will enable:

1. All students to achieve proficiency or better in language arts, mathematics, science, history, physical education and electives.
2. All students to develop a positive self-image and effective social skills.
3. All students to develop organizational and goal setting skills.
4. All students, parents and staff to accept and share ownership for what happens at school.





**\*\*STAFF\*\***

Principal: Mr. Coss  
 Assistant Principal:  
 Student Service Coordinator: Mrs. Lyons  
 Student Service Coordinator: Mrs. Yassine  
 Activity Director: Mrs. Saldana  
 Psychologist: Dr. Ramirez  
 Nurse: Mrs. Lindenmayer  
 Health Clerk: Ms. Rodgers  
 Library Clerk: Ms. Eide  
 Speech & Language: Ms. Desalvio

**\*\*WHOM DO I SEE?\*\*\***

Bus Problems & Information: Ms. Pacheco  
 Schedule Problems: Mrs. Lyons  
 Mrs. Yassine  
 Activities: Mrs. Saldana  
 Lost and Found: Ms. Starkey  
 Attendance: Mrs. McNinch  
 Student Store: Mrs. Hendershott

**\*\*BELL SCHEDULES\*\***

**Regular Day Schedule**

Period 1 9:00 - 9:52  
 Announcements 9:00 - 9:02  
 Period 2 9:56 - 10:46  
 Period 3 10:50 - 11:40  
 Lunch - 1<sup>st</sup> lunch 11:40 - 12:20  
 Period 4 - 1<sup>st</sup> lunch 11:44 - 12:34  
 Period 4 - 2<sup>nd</sup> lunch 12:24 - 1:14  
 Lunch - 2<sup>nd</sup> lunch 12:34 - 1:14  
 Period 5 1:18 - 2:08  
 Period 6 2:12 - 3:02  
 Intervention 3:06 - 3:30

**Minimum Day Schedule**

Period 1 9:00 - 9:30  
 Announcements 9:00 - 9:02  
 Period 2 9:35 - 10:05  
 Period 3 10:10 - 10:40  
 Lunch - 1<sup>st</sup> lunch 10:45 - 11:15  
 Period 4 - 1<sup>st</sup> lunch 11:20 - 11:50  
 Period 4 - 2<sup>nd</sup> lunch 10:45 - 11:15  
 Lunch - 2<sup>nd</sup> lunch 11:20 - 11:50  
 Period 5 11:55 - 12:25  
 Period 6 12:30 - 1:00

**Compact Day Schedule**

Period 1 9:00-9:40  
 Announcements 9:00-9:02  
 Period 2 9:44-10:23  
 Period 3 10:27-11:06  
 Lunch - 1<sup>st</sup> lunch 11:10-11:45  
 Period 4 - 1<sup>st</sup> lunch 11:49-12:24  
 Period 4 - 2<sup>nd</sup> lunch 11:10-11:45  
 Lunch - 2<sup>nd</sup> lunch 11:49-12:24  
 Period 5 12:28-1:07  
 Period 6 1:11-1:50

**\*\*ARRIVAL/DEPARTURE TIMES\*\***

Students are not to be on campus prior to 8:30 a.m., or after 3:35 p.m., unless enrolled in a supervised activity or have a pass from a teacher. **Students are NOT permitted in the main building before the bell rings at 8:55 a.m. unless a staff member has signed their agenda providing a pass.**

Drop off and pick up areas are on Lone Hill Avenue, Cypress Street, Covina Boulevard or the San Dimas High School parking lot. **Drop-off in the Lone Hill parking lot requires drivers to pull as far forward as possible before dropping off students and follow the directions of security personnel.** These directions are in place for the safety of our students.

**\*\*CALENDAR\*\***

Aug. 20	First day for students
Aug. 21	Back to School Night
Aug. 24	Minimum Day
Nov. 2	Parent Conferences / Min Day
Nov. 12	Veterans' Day Holiday
Nov. 19 - 23	Thanksgiving Holiday
Dec. 21	End of Semester / Minimum Day
Dec. 24 - Jan. 4	Winter Recess
Jan. 21	Martin Luther King Holiday
Feb. 11	Lincoln's Birthday Holiday
Feb. 18	Presidents' Day Holiday
March 27	Open House / Compact Day
March 29	Minimum Day
Apr 1 - Apr 5	Spring Recess
May 27	Memorial Day Holiday
June 5	Promotion / Minimum Day
June 6	Last day of school / Min Day

**\*\*NUMBERS TO KNOW\*\***

Lone Hill Middle School 909-971-8270  
 Lone Hill Web Site [www.lonehillms.com](http://www.lonehillms.com)  
 Fax Number 909-971-8279  
 Report Student's Absence 909-971-8270  
 Ext. 7040  
 Bonita Unified School District 909-971-8200  
 School Safety Hotline 909-394-9393  
 Youth Crisis Hotline 800-843-5200  
 24 Hour Suicide Hotline 310-391-1253

## About Citizenship and Character

Your reputation, character and citizenship are the most important things you possess and are completely created by you. The decisions you make daily define you as an individual and say to other students, teachers and parents who you are as a person. [Character traits](#) provide valuable guides for all students in becoming good people of character.

<b>School Wide Citizenship Rubric</b>	<b>Outstanding</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
<b>Reliability</b>	Helps teacher and other students. Always on task. Always prepared for class.	Takes care of self and allows the teaching process to continue. Off task once or twice. Almost always prepared for class.	Requires the help of others to get on task. Is often redirected by teacher. Occasionally needs supplies from teacher.	Continues to be off task even with reminders/help. Student is off task most days. Seldom has needed supplies.
<b>Respect</b>	Speaks respectfully to teachers and other students. Models good behavior. Doesn't get trash duty and isn't sent out of class for behavioral issues.	Speaks respectfully to peers and teacher. Exhibits good behavior a majority of the time. Receives trash duty or consequences no more than once. Does classwork without disrupting anyone.	Is disrespectful to the teacher and/or students at times. Receives trash duty or other consequence no more than twice. Sent out of class no more than once.	Is frequently disrespectful to teacher and/or students. Receives trash duty or other consequences more than twice. Is sent out of the class more than once.
<b>Responsibility</b>	On time to class (no tardies in the semester). Only positive notes/phone calls home.	No more than two tardies in the semester. No more than one negative phone call or letter home.	More than two tardies in the semester. More than one negative letter/phone call home.	Frequently late to class (more than 3 tardies in the semester). Several negative letters/phone calls home.
<b>Restraint</b>	Never requires behavior redirection (ex. never chews gum in class) OR shows exemplary behavior. Is always involved in classroom activity without the need for behavior redirection.	Complies with teacher redirection the first time (ex. spits out gum when requested, stops talking, etc.). It doesn't become a recurring issue.	Requires multiple requests to comply with classroom rules (ex. chews gum twice in the same day when asked to stop, continues talking after being asked to stop). Has not completed a given consequence.	Continues to be defiant despite multiple requests to comply with classroom rules.

Each semester you have a chance to start over and be outstanding. The choice is yours.



## **\*\*POSITIVE OPPORTUNITIES\*\***

**RENAISSANCE** recognizes and rewards the academic accomplishments of our students. The goals of Renaissance are to generate energy, motivation and a commitment from the students, their parents, our entire staff and the community!

### **LEVELS OF ACHIEVEMENT**

The 1st Renaissance for 18-19 school year will be based on the second semester of the 17-18 school year. The 2<sup>nd</sup> Renaissance will be based on the 1<sup>st</sup> semester grades of the 18-19 school year.

<b><u>Gold</u></b>	<b><u>Silver</u></b>	<b><u>Bronze</u></b>
4.0 GPA	3.5 GPA	3.0 GPA

### **Platinum**

Improvement in one level of CAASPP


Any combination of 2 or more "N's" or "U's" in any category will exclude a student.

### **RENAISSANCE STUDENTS EARN:**

Recognition outing in the fall (recognizes spring final grades). Spring recognition outing based on 1<sup>st</sup> semester final grades.

**T-Shirts** available for students who qualify for Renaissance.

### **Student Recognition**

1. **Lion Cards** - Students may receive a Lion Card from any staff member for improved or continued good behavior.  These cards are deposited in a box for a drawing. All cards not drawn will be accumulated for a grand prize drawing at the end of the year.

2. **Front of the Line Pass** - Students may earn a Front of the Line Pass for lunch by performing a school service.

3. **Citizen of the Month** - At the end of every month, each teacher may select one student from each class period as Citizen of the Month. Teachers use their own criteria for selection of winners.

4. **Winners' Circle** - Save all reports cards and certificates to show that you have earned the points needed to attend Winners' Circle! A total of 50 points earns students the privilege of lunch and an afternoon of activities. Students must have original report cards and certificates to document points.

5. **Activities**- Students who are on the Honor Roll for the first semester of the year earn a day to somewhere fun!!!

6. **Grub for Grit**- Once a month, each staff member can pick one student to recognize who has shown consistent hard work. The student and the staff member will eat lunch together provided by Lone Hill.

## **\*\*PAW PROGRAM\*\***

The PAW program is an intervention program designed to address student needs during a 24-minute period within the school day. The following are criteria that students must meet in order to earn an additional 24 minutes at the end of the day to participate in various school activities.

- Students must maintain a 2.0 GPA
- 1 or more F's
- 2 or more D's
- 1 or more U's in citizenship
- Students will have the ability to exit the intervention program every 6-8 weeks if they meet the academic and citizenship criteria.
- Sixth grade students will be enrolled in the program for the first semester regardless of incoming grades.

## **\*\*DISCIPLINE POLICIES\*\***

As prescribed by the Education Code, schools shall adopt rules and procedures, which are consistent with any applicable policies adopted by the governing board and state statutes governing school discipline. State statutes, as they pertain to this handbook, focus on Education Code 48900 and Education code 48915.

## **\*\*CODE OF CONDUCT\*\***

**Philosophy:** Lone Hill staff desires a learning environment where students are free to learn and teachers are free to teach. It is in violation of state Education Code to interfere with the learning environment or stop others from learning. Therefore, our School-wide Discipline Plan requires that students be:

1. **Punctual** - students must be in their assigned seat or in the PE building when the tardy bell rings.
2. **Prepared** for class - paper, pencil, pens, textbooks, PE clothes, and other materials must be brought to class, as required by the teacher.
3. **Focused on learning**- items that detract from the learning environment are not allowed. Gum, candy, sunflower seeds and any other item school administration feels detracts from the learning process are **not permitted** on school grounds. Drinks and food are allowed in the designated lunch area. **Students will be assigned disciplinary action for violation of these rules.**

## **\*\*PROGRESSIVE DISCIPLINE\*\***

The following consequences for poor choices will be imposed at LHMS staff discretion: behavior notification letter, parent phone call home, teacher consequence, school service, lunch detention, and/or 45-minute after school detention. In addition, the administration may require students to attend a 4-hour Saturday school session.

### **CONSEQUENCES:**

**SCHOOL SERVICE:** students assigned to school service will spend a portion or all of their lunch period participating in campus beautification.

**AFTER SCHOOL DETENTION:** It is held after school from 3:35 to 4:15 p.m. in a designated area. Prior parent notification is given for an after school detention. Failure to report to an after school detention after a parent has been contacted will result in an additional consequence. The student will still be responsible for serving the originally assigned detention.

**SATURDAY SCHOOL:** Saturday school meets from 8:00 a.m. to 12:00 p.m. on designated Saturdays. Students are required to bring work. Students who are assigned to Saturday School and do not attend may be suspended from school. Students who are asked to leave Saturday School for disciplinary reasons may also be suspended from school or asked to serve it again.

**EDUCATION CODE 48910 SUSPENSION BY A TEACHER FROM CLASS:** A teacher may suspend any pupil from the teacher's class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school or the designee of the principal and send the student to the principal or the designee of the principal for appropriate action. The teacher must also have a parent-teacher conference to discuss the suspension (Ed Code 48910, subd. (a)).

### ***\*\*INFORMATION TO KNOW\*\****

#### **UNIFORM COMPLAINT PROCEDURES**

Complaints may be filed by any individual, public agency or organization regarding an alleged violation by the district or federal or state law or regulations governing educational programs including adult education, career/vocational education, child development, consolidated programs, migrant education, special education, child nutrition, and civil rights grantees including gender equity or allegations of unlawful discrimination (Policy 1312 SCCR 4622).

#### **GENDER EQUITY**

The governing board is committed to equal opportunity for all individuals in education and in employment and does not discriminate on the basis of sex, race, color, national origin, religion, age, handicap, physical or mental disability or any other unlawful consideration.

#### **GROUNDS FOR SUSPENSION (EDUCATION CODE 48900)**

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

a.1) Caused, attempted to cause, or threatened to cause physical injury to another person.

- a.2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid substance or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stolen or attempted to steal school property or private property.
- h) Possessed or used tobacco or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, and chew packets.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Had unlawful possession of or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k) Disrupted school activities or otherwise 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 or private property.
- m) Possession of an imitation firearm.
- n) Committed or attempted to commit a sexual assault; or committed a sexual battery (as both are defined in the Penal Code).
- o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing.

- r) Engaged in an act of bullying, including but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel.
- s) Aided or abetted in the infliction or attempted infliction of physical injury to another person.
- s.2) Committed sexual harassment.
- s.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- s.4) Intentionally engaged in harassment, threats, or intimidation directed against school district personnel or pupils.
- s.7) Made terroristic threats against school officials or school property or both.

**GROUNDS FOR EXPULSION (EDUCATION CODE 48915)**

**California Education Code 48915: A student is subject to expulsion for any of the following acts:**

- A1-A Causing serious physical injury to another person except in self-defense.
- A1-B Possession of any knife or other dangerous object of no reasonable use to the pupil.
- A1-C Unlawful possession of any controlled substance.
- A1-D Robbery or extortion.
- A1-E Assault or battery on a school employee.
- C1 Possessing, selling, or otherwise furnishing a firearm.
- C2 Brandishing a knife at another person.
- C3 Unlawfully selling a controlled substance.
- C4 Committing or attempting to commit sexual assault or sexual battery.
- C5 Possession of an explosive.

**\*\*\*\*Students may be cited by the San Dimas Sheriff's Department for the above infractions, as well as for fighting, truancy, or possession or use of an illegal substance.\*\*\*\***

***\*\*DRESS CODE\*\****

The State of California Education Code provides that school authorities may restrict items that are disruptive or could cause situations that would diminish the safety of students.

"The Board of Education expects that students will present themselves in an orderly manner conducive to the advancement of education. Their appearance should be neat and acceptable to the general society and in keeping with the activity at the particular school." **A pupil who goes to school without proper attention to personal cleanliness or neatness of dress may be sent home to be properly prepared for school, or shall be required to prepare himself for the school room before entering (California Administrative Code).**

The Board of Education considers this to be a judgment area of the school. Student safety is our primary

consideration in determining dress code requirements. Apparel, hats, jewelry, scarves, wristbands, belts, bandanas, insignia, colors, paraphernalia that indicate, by manner of being worn, an affiliation with a group or gang and may provoke others to act violently or be intimidated by fear of violence may not be possessed or worn on campus or at any school activities. The nature of clothing, apparel, and paraphernalia that denote gang affiliation and are not appropriate for school will vary from school to school and may change from year to year. The Lone Hill Middle School administration will determine the nature of gang dress and paraphernalia in consultation with Bonita Unified School District and the San Dimas Sheriff's Office.

**THE FOLLOWING ATTIRE IS PROHIBITED ON CAMPUS:**

1. Clothing, articles of clothing or jewelry deemed unsafe or detract from the learning environment.
2. Clothing and jewelry that contains writing, pictures, or any other insignia or indications which are profane, sexually suggestive, advocate racial, ethnic, or religious prejudice, violence, or the use of drugs or alcohol.
3. School approved hats or beanies (Lone Hill logo, San Dimas or plain blue hat) must be worn with the bill facing forward at all times and worn only at lunch or physical education. They are not to be worn inside during class or passing period. Hats approved for medical/religious reasons are allowed. Hoods are not allowed at any time.
4. Flip flop and back-less shoes, sandals, steel-toed boots, slippers or Heely's are not allowed. Proper shoes must be worn at all times.
5. Pants must fit and be worn at the waist without requiring alteration. Boxers or shorts worn under pants must not show above the waistband.
6. *Clothing must cover all undergarments at all times.* No skin may show between the bottom of the shirt and the top of the pants. The tops and bottoms should **overlap**. See-through or fish-net fabrics, overly brief, low cut, or overly tight garments, inappropriate tops with less than 1" shoulder strap, spaghetti strapped clothing, off-the-shoulder or low cut, bare midriffs, tube, muscle shirts overly short skirts/dresses or short shorts are not allowed. Shorts must have a 3" inseam.
7. Other inappropriate clothing, pajamas, accessories, hairstyles, body markings or piercings, students writing on their bodies, which are determined by the school staff to detract from the educational program.
8. Clothing that is not clean, neat and/or in good repair.
9. Sunglasses are not to be worn inside the main building or in classrooms.

***HINTS:*** If it is not allowed at school, do not wear it, even under a jacket or sweater. Bring any item in question to us **before** you wear it for approval.

**\*\*UNACCEPTABLE and UNSAFE ITEMS/BEHAVIORS\*\***

Students are not permitted to bring items that may disrupt the educational process or produce an unsafe situation, including but not limited to: laser pointers, toys, any non-listed electronic item, white out fluid, permanent marking pens, cards, squirt guns, any item that looks like a weapon, knives, lighters, matches, strong-smelling perfumes, lotions, hand sanitizer or aerosol deodorants.

Students are not allowed to sell any items at school.

Laser pointers are considered dangerous objects. Students are prohibited from having them at school and will be subject to suspension (Penal Code 41727).

All electronic devices must be turned off and out of sight **once students arrive on campus until they are dismissed at the end of the school day by their teachers.** All electronic devices that ring, are visible or used during the school day will be confiscated. Progressive discipline policy for electronic devices:

- 1<sup>st</sup> offense - warning, student pick end of the school
- 2<sup>nd</sup> offense - parent pick-up
- 3<sup>rd</sup> offense - parent pick-up and after school detention
- 4<sup>th</sup> offense - parent pick-up and Saturday School

**\*Cell phones are permitted in class on a per teacher basis for educational purposes at teacher discretion.**

Any personal electronic device brought by students are the responsibility of the student. Lone Hill and Bonita Unified will not be held liable for any lost, damaged, or stolen devices. Parents are encouraged to purchase insurance on student devices.

Confiscated items will NOT be returned to the student. The item must be picked up by a parent. If a student needs to call a parent, they must use the office phone. **The school does not assume liability for misplaced, broken or stolen items.**

Public Displays of Affection, which may include kissing, handholding, or inappropriate hugging, are unacceptable and not allowed and will be subject to disciplinary action.

**\*\*HANDS OFF POLICY\*\***

**Respect Yourself, Respect Others, Respect Property**  
Our number one priority is the safety of all students and creating a learning environment where they can thrive. Students are expected to keep their hands off one another and people's (and school's) property. Failure to do so will result in disciplinary action.

**\*\*ATTENDANCE\*\***

**EXCUSED ABSENCE:** Acceptable reasons for absences are listed in the State Education Code as illness, medical, dental and bereavement absences.

**TRUANCY:** A student who is absent from school without a valid excuse for more than 30 minutes on each of more than three days in a year is truant (Education Code 12401). Each truancy will be reported to the appropriate school officials. Students who are truant for a period or all day will be assigned to Saturday School and may receive a citation from the Sheriff's department.

**PARENTS ARE RESPONSIBLE FOR CALLING THE ATTENDANCE OFFICE AT (909) 971-8270 X 7040 BY 2:00 PM TO VERIFY ALL STUDENT ABSENCES. IF A PARENT CALLS THE SCHOOL BY 2:00 PM, THE STUDENT WILL NOT BE REQUIRED TO BRING A NOTE UPON RETURNING TO SCHOOL.**

Absences that are not called in require students to bring a note from their parent, guardian, or doctor upon returning to school. The note must list the date of the absence, the specific reason for the absence, and be signed by the parent or guardian. All absence notes should be brought to the attendance office between 8:30 a.m. and 8:50 a.m. on the day the student returns to school.

Students have 3 days to clear their absences, after which time the student can be referred for disciplinary consequences.

Students arriving after 9:00 a.m. must report to the attendance office. Any student late to Period 1 will be assigned an after school detention. Parents may excuse 3 tardies to Period 1 per semester by contacting the attendance office.

In case of an extended illness of 3 days or more, a doctor's note is required and the parent may request class assignments through the main office. Please allow 1 day for study material requests to be compiled.

**\*\*INDEPENDENT STUDY\*\***

If you know in advance that your student will be absent for 5 or more days for personal reasons, (i.e. vacation, religious reasons, family business, or extended illness), please sign up for Independent Study with the attendance office as soon as possible (**at least five days in advance**). All assignments are to be completed and returned to the attendance office by the specified date.

**\*\*CLOSED CAMPUS\*\***

Lone Hill Middle School is a closed campus. Students may not leave until the end of the school day unless they have proper authorization from the office. Students who leave

campus without permission face possible suspension from school. Student visitors are NOT allowed on campus. In addition, Lone Hill students may not be on other school's campus without prior written permission.

### **\*\*PERMISSION TO LEAVE SCHOOL\*\***

Permission to leave school must be authorized by a parent or guardian by means of a note. If a student has an appointment and must leave school early, parents are required to come to the main office and the student will be summoned from class. Only those adults listed on the emergency card will be permitted to check out students. Students are not permitted to leave school without adult supervision. Unless it is an extreme emergency, classes will not be interrupted. Students will only be called from class at the beginning or ending of the period.

### **\*\*DAILY ANNOUNCEMENTS\*\***

Students are responsible for the information in the daily announcements. Daily announcements are read over the PA system, posted in classrooms and hallways, and emailed home. Important information is provided regarding activities, including dates and deadlines for all activities. You can always check for information on our school website.

### **\*\*COUNSELING AND GUIDANCE\*\***

Counselors at our school are here to help all students. Many personal and social problems can be resolved through counseling and conflict management. Appointments for students to see a counselor should be requested in advance.

### **\*\*SCHEDULE CHANGES\*\***

Schedules may be changed for the following reasons only:

1. To assist in the balancing of classes.
2. To assign students to a different level of subject being taken because of student need (i.e. general math to advanced math).

Schedule changes NOT permitted are:

1. Changes to a different teacher in the same subject.
2. Changes from a subject one period to the same subject a different period.
3. Change to a different lunch period.

### **\*\*GRADES AND PROGRESS REPORTS\*\***

Students will receive a cumulative final grade report card each semester. Teachers will contact the home by telephone, e-mail or progress report to inform the parent when work is below average. PROGRESS REPORTS will be mailed home three times each semester on an as needed basis. Parents are encouraged to regularly check Aeries to monitor student progress and contact the school any time they have questions. All teachers have a webpage that can be found on the Lone Hill website at

www.lhms.com. This is an excellent tool for parents to check to see what happened in class.

### **\*\*HONOR ROLL\*\***

Students who maintain a 3.0 GPA for 1<sup>st</sup> semester and 3<sup>rd</sup> quarter with no U's will be eligible for a fun activity/trip. Those students who have maintained a GPA of 3.5 for 1<sup>st</sup> semester and 3<sup>rd</sup> quarter will be eligible for the Academic Awards Night.

In order to determine which Honor Roll you are on please use the following guidelines:

1. Use the following points for each letter grade:

A = 4 points  
B = 3 points  
C = 2 points  
D = 1 point  
F = 0 points

2. Total your points and divide by the number of classes you have. You will need the following points for Honor Roll:

Principal's Honor Roll	4.0
School Honor Roll	3.50-3.99
Honor Roll	3.00-3.49

3. If a student has a U (Unsatisfactory) in citizenship, he/she will not be eligible for the honor roll.

### **\*\*HOMEWORK\*\***

Homework provides students regular opportunities to reinforce skills and develop positive work habits and self-discipline. The district has developed a policy regarding homework that is implemented at the school sites. Each teacher's implementation of the homework policy will be given to students at the beginning of the year and discussed at Back to School Night.

### **\*\*MAKE-UP WORK\*\***

Students are responsible for making up work missed due to absences or activities. See each teacher immediately upon returning to school for make-up assignments. **Make-up work is not allowed for students who are truant from school.**

### **\*\*TEXTBOOKS\*\***

Textbooks and electronic devices are assigned to each student. All lost or damaged books or electronic devices are to be paid for by the student at the time of loss or damage.

BUSD electronic devices are the responsibility of the student. Any device that is lost, damaged, or stolen while




in the care of the student is the responsibility of that student.

Lost Books: Notify your classroom teacher and your parents if you lose a textbook. A book bill will be issued. Failure to pay for the loss or damage of school property may result in the withholding of school privileges. Books and notebooks that are found should be taken to the Media Center.

After May 1<sup>st</sup>, CASH ONLY (no checks), will be accepted for lost/damaged textbooks and library books.

### **\*\*LUNCH\*\***

The cafeteria serves a complete and balanced  lunch. Each item on the menu meets or exceeds state and federal nutritional requirements. A balanced lunch includes: sandwich entree, salad or vegetables, fruit, and milk. A la carte items are also available. (Prices are subject to change.)

2018 - 2019 School Lunch Prices:  
\$3.50 with milk

Tables are provided for the students to eat their lunches. Each student is expected to clean his/her own area.

Breakfast is also available for students from 8:30 a.m. to 8:55 a.m. and at a cost of \$2.25.

The following areas are off limits at lunch/breakfast: the south athletic fields, east of the portables; the sidewalk areas on the north side of campus; and inside the main building.

### **LUNCH PERMIT**

If you wish to go home for lunch, you must have your parents write a letter to the assistant principal requesting a lunch permit application. An approved lunch permit **must** be carried when leaving campus. Students must live within two blocks of campus, have adult supervision at lunch, and maintain satisfactory citizenship to be entitled to this privilege.

### **\*\*STUDENT GOVERNMENT\*\***

The Lone Hill Student Council is made up of officers elected by the general student body, club representatives and representatives elected in designated classrooms. Student Council serves as a communication link between students and management and between students of various grade levels and groups. Student Council promotes leadership, initiative, and decision-making among its members. It is the duty of all Council members to bring to the Council's attention all suggestions, recommendations and ideas from the students they represent (regarding student activities, school policies and other concerns) and to report back to

their groups the action of the Council. Student Council also controls all general student body funds.

Candidates for officers and representatives must have, and maintain while on Council, a minimum "C" grade average and Satisfactory citizenship in all classes. Officer candidates must also show the same minimum grade and citizenship marks for the previous grading period in order to qualify as a candidate.

### **\*\*ASSOCIATED STUDENT BODY\*\***

#### **ASB CARDS & YEARBOOKS**

Every student is urged to support student body activities. Your purchase of a card ensures your eligibility to receive discounts on student admissions and the yearbook, to check out equipment at lunch and other activities.

ASB cards and yearbooks may be purchased during the August registration process as well as during the school year. The cost of each is:

<b>ASB Card</b>	<b>Yearbook</b>
<b>\$ 10.00</b>	<b>\$ 40.00</b>

### **\*\*STUDENT STORE\*\***

The Student Store is open during the first half of each lunch period, Monday - Thursday, to sell notebooks, pens, and other supplies. The snack cart will also be open Monday - Thursday for students to purchase snack items.

### **REMEMBER...**

**Picture ID is required at all times.**

### **\*\*STUDENT ACTIVITIES\*\***

The following policies will be in effect this year regarding school activities. Please be aware of them.

1. LISTEN CAREFULLY TO ALL DAILY ANNOUNCEMENTS REGARDING ACTIVITIES, ESPECIALLY FOR DATES AND TIMES. YOU ARE RESPONSIBLE FOR THIS INFORMATION!
2. Ticket sales and activity sign-ups are held **ONLY** at the times and dates announced. We will not sell tickets or take sign-ups after those announced dates and times. If you have a problem regarding your purchase or sign-up, see Mrs. Sandoval **BEFORE** the end of the sale or sign-up time. It is your



responsibility to take care of these items. If absent, call the school before the deadline and speak with Mrs. Saldana or Mrs. Hendershott (971-8270 ext. 7111).

3. If your name is on an exclusion list, you must be cleared in time to buy a ticket or sign up for an activity during the regular announced times.
4. If you purchase a ticket for an activity and lose it, you must purchase another one. Replacement tickets must be purchased during the regular ticket sale times.
5. If you purchase a ticket for a dance or other activities and do not attend, the ticket may be redeemed for Student Store credit (in the same amount as the ticket price). Cash refunds will not be made.
6. **After May 1st, CASH ONLY (no checks)** will be accepted for ASB activities. This "cash only" policy includes ALL school fees.

In order to attend dances and activities, students must obtain a permission slip and have it signed by their parents. The permission slip is the ticket into the activity and is sold in the Student Store prior to the event. No student will be allowed to enter the dance/activity without a signed permission slip.

**STUDENTS MUST ATTEND SCHOOL ON THE DAY OF A DANCE OR ACTIVITY IN ORDER TO BE ELIGIBLE TO ATTEND.**

These activities are for students attending Lone Hill. There are NO guest passes. The school dress code will be enforced at all school activities.

### **\*\*EXCLUSION FROM ACTIVITIES\*\***

Attending school events is a privilege. Students may be excluded from activities if they:

1. Have been disciplined for an excessive number of absences, tardies, any truancy, unserved detentions, incomplete school service, fines, etc., during the exclusion period.
2. Are referred to the office for an excessive number of times for continued class disruptions.
3. Have been suspended from school.

**\*\*Note:** The exclusion period is from activity to activity.

### **\*\*THEFT, PREVENT IT!!\*\***

1. Identify personal items such as books, notebooks, gym shoes, gym clothes, sweaters, and jackets by marking your name on each article.
2. Lock your bike to the rack. Do not loiter in the bike area.
3. **Do not share your PE locker combination with anyone.** Do not bring extra money or valuables to school; do not leave any money in your locker. Students are responsible for the condition and use of the assigned locker.
4. If a theft does occur, report it to the Assistant Principal immediately. Make sure that you complete a

theft report. The theft and a report do not relieve the student of payment for any lost item such as school materials (books, PE locks, etc.).

### **\*\*LOST AND FOUND\*\***


Good school citizens will make every reasonable effort to see that those who lose property get it back as promptly as possible. It is your responsibility to care for clothing that your parents have provided for you. Please label clothing with your name. Students who find lost articles are asked to take them to the Assistant Principal's office; textbooks should be returned to the Media Center.

### **\*\*TELEPHONE CALLS/DELIVERIES\*\***

At Lone Hill Middle School, we consider instructional time very important and will not interrupt classes except for emergencies. We will accept deliveries or drop-offs but will not call students out of class to retrieve them. Please be sure your child comes to school with everything he/she needs. If anything is forgotten, the use of office telephones will be allowed. Students will need to come to the office on their own time to pick up any items left by parents, so plan ahead.

**Deliveries of flowers, balloons, etc., for students will not be accepted.**

### **\*\*HEALTH OFFICE\*\***

The Health Office is located in the main  office. If you become ill or injured while at school, obtain a pass from your teacher and report to the health office. The school nurse and health clerk **DO NOT DISPENSE ANY MEDICATION WITHOUT WRITTEN AUTHORIZATION FROM THE PARENT AND THE DOCTOR.** Students taking any medication **must** have it delivered to the nurse or health clerk by his/her parent. Students must obtain a pass from the teacher to leave class to take medication.

If you go to the Health Office and you are seriously ill, you should be prepared to go home. If your parents cannot pick you up from school, you may be sent back to class until they arrive to pick you up.

### **EMERGENCY HEALTH CARDS**

Every student must have an emergency health card on file in the Health Office. **PARENTS ARE REQUIRED BY LAW TO KEEP THIS INFORMATION CURRENT.** Please be sure to update your emergency card as changes occur.

### **\*\*PHYSICAL EDUCATION\*\***

The PE program at Lone Hill is designed for total fitness of the student. **Daily dressing in school PE uniform and participation is required of all students.** Students will dress daily unless notified by the instructor.

The required school uniform consists of black gym shorts and a blue t-shirt. Students must print their names on

outside of the PE shirts. This gym uniform can be purchased through PE class and during August registration for \$29.00.

Lace-up athletic shoes are required. Slip-on athletic shoes are prohibited.

PE clothing should be taken home each Friday for washing and returned each Monday.

PE teachers will assign locks and lockers in the PE building for your use during the PE period. **Students may not place personal locks on their PE lockers.** Lock your locker at all times and do NOT share your combination with anyone. There will be a \$6.00 charge for locks not returned at the end of the year or locks lost during the year. After May 1st, CASH ONLY (no checks) will be accepted for lost locks.

Excused from Activity: If you need to be excused from P.E. for a day, it will be necessary for you to bring a note from your parents. Students must obtain written verification from a doctor for an extended excuse of more than 3 days. That note must be delivered to the health clerk before going to your PE class.

### **\*\*SPORTS\*\***

Students eligible to participate in sports must have a 2.0 GPA with no more than 2 F's and no more than any combination of more than 1 N or U in citizenship, based on the last quarter's grades. Student athletes may also be removed from participation for behavior related issues either on the field or off.

### **\*\*FIRE AND EMERGENCY DRILLS\*\***

Emergency drills at regular intervals are required by law and are an important safety precaution. It is essential that everyone knows and follows directions promptly and safely and clears the building by the prescribed route posted in each classroom. Students are expected to follow the classroom teacher's instructions, exit silently and in order, and line up in the area indicated by the teacher. If an emergency drill occurs when students are not in class, they should report to their Period 4 teacher's location. Safety is our primary concern, and any misconduct will result in current period teacher disciplinary action.

### **\*\*INSURANCE\*\***

Student insurance is available at a nominal cost and is optional. The school acts as the facilitator by supplying the insurance information and forms, but assumes no liability, either for the injury or the subsequent negotiations with the company.

### **\*\*ACCIDENTS\*\***

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to office personnel.

### **\*\*BUS INFORMATION\*\***

Riding the bus is a privilege. Students are required to adhere to safety rules while taking advantage of the service. If students violate the bus rules, the driver may issue a bus ticket that may cause the student's bus privileges to be revoked.

\*STATE LAW - SECTION 14105 OF THE CALIFORNIA TITLE V ADMINISTRATIVE CODE ON REGULATIONS GOVERNING PUPIL TRANSPORTATION states:

"14105. AUTHORITY OF DRIVER: Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation."



Students are to enter and depart their assigned bus at the same bus stop for the safety of the student. **Requests to ride a different bus and enter and/or depart at a different stop require a written note from parents and administrative approval.** An emergency adjustment can be made upon parent request with a 24-hour notice. However, staying with a friend overnight, athletic practice, etc., is not considered an emergency. Please plan ahead.

### **\*\*BICYCLES\*\***

Bike riders are to enter and exit the campus using the south driveway. Bicycles are never to be ridden on school grounds or in the parking lot. At dismissal, students must walk bikes until they have crossed Lone Hill or are at Covina Blvd. and are to walk bikes in the crosswalks. **Students must wear helmets and obey all bicycle safety rules.**



Students who ride bicycles, scooters, skateboards etc must use the bike rack, and each must be locked individually.

The school is not responsible for theft of parts or damage while items are parked in the bike rack.

Students are not to ride bikes, scooters, roller skates, roller blades, or skateboards on campus at any time.

***\*\*FIELD TRIPS\*\****

Before being allowed to attend a field trip, parents must sign a permission slip, which must be returned to the teacher in charge. Some field trips require purchase of a ticket by the student. Ticket prices may also include bus fare. All school rules and the school dress code are enforced on field trips. Students may be excluded from field trips for disciplinary reasons.

***\*\*END OF THE SCHOOL YEAR\*\****

End of the year activities are planned for all students as both a motivation and a reward for a job well done.

8th graders have a structured schedule of activities to celebrate the completion of their middle school years.

All 8th grade students sign the 8th grade contract outlining the expectations and privileges that are available.

All 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students must demonstrate that they are eligible to participate in end-of-the-year activities. Academics and behavior are key factors. Students must also be debt-free. All books, school service and financial obligations must be met before students participate in any end-of-the-year activities.

## Bonita Unified School District Code of Discipline

The following procedures are general guidelines. School administrators have discretion with respect to the application of these guidelines on a case by case basis. All incidents will include counseling.

Offense	1st	2nd	3rd
Ed. Code 48900 A. Caused, attempted to cause, or threatened to cause physical injury to another person (fighting) [serious injury: 48915-A1]	1-5 days suspension Counseling Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation	5 day suspension Possible hearing recommendation
Assault on school personnel (PC 241.2) [48915-A5]	5 days suspension Police report Recommend expulsion		
Ed. Code 48900 B. Possession of "weapons" [knife: 48915-A2]	5 day suspension Police report Possible hearing recommendation	5 day suspension Police report Hearing recommendation	
Possession of dangerous Object [knife: 48915-A2] [firearm: 48195-C1]	1-5 day suspension Police Report Possible hearing recommendation	3-5 days suspension Police report Possible hearing recommendation	
Brandishing a knife [48915-C2]	5 days suspension Police report Recommend expulsion		
Poppers, stink bombs, lighters, matches	1 day suspension	1-3 days suspension	3-5 days suspension
Possession of firecrackers or other explosives [explosive: 48915-C5]	3-5 days suspension Possible hearing recommendation Police report	5 days suspension Recommend expulsion Police report	
Ed. Code 48900 C. Possession, selling, furnishing, or under the influence of alcohol or Drugs [possible 48915-A3], [selling: 48915-C3]	5 days suspension Possible police report Recommend hearing	5 days suspension Police report Recommend expulsion	
Ed. Code 48900 D. Sale or distribution of drugs or alcohol or substances purported to be drugs or alcohol (look-a likes) [48915-C3]	5 days suspension Police report Recommend expulsion		
Ed. Code 48900 E. Robbery or extortion [48915-A4]	1-5 days suspension Possible police report Possible hearing recommendation	5 days suspension Possible police report Recommend expulsion	
Ed. Code 48900 F. Damage to school property or private property	Alternative to suspension such as Saturday School or in-school suspension Restitution	1-5 days suspension Restitution Possible police report Possible hearing recommendation	3-5 days suspension Restitution Possible police report Possible hearing recommendation
Ed Code 48900 G. Stealing or attempting to steal	Possible suspension if deemed a danger to persons Possible police report	1-3 days suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 H. Possession or use of tobacco	Alternative to suspension such as Saturday School or in-school suspension	1-5 days suspension Counseling Possible police report	3-5 days suspension Counseling Possible police report
Ed. Code 48900 I. Obscene Act	Alternative to suspension such as Saturday School or in-school suspension	1-3 days suspension	3-5 days suspension
Habitual profanity towards other students	Alternative to suspension such as Saturday School or in-school suspension	1-3 days suspension	2-5 days suspension
Profanity towards staff	Alternative to suspension such as Saturday School or in-school suspension	1-3 days suspension	3-5 days suspension

### Bonita Unified School District Code of Discipline

Offense	1st	2nd	3rd
Ed. Code 48900 J. Possession of drug paraphernalia containing no drug	Possible suspension if deemed a danger to persons Possible police report	1-5 days suspension Possible police report	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 K. Disruption of school activities, Defiance of school authority	<i>Behavior that disrupts school activities or in which a student willfully defies the authority of a school employee can be grounds for suspension if the behavior is chronic. Other means of correction should be used and documented prior to a suspension. See the Progressive Discipline section below for additional details.</i>		
Ed. Code 48900 L. Received stolen property	Possible suspension if deemed a danger to persons Possible police report	1-3 days suspension Possible police report	1-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 M. Possession of an imitation firearm	5 days suspension Possible police report Possible hearing recommendation	5 days suspension Police report Possible hearing recommendation	5 days suspension Police report Recommend hearing
Ed. Code 48900 N. Committed or attempted to commit a sexual assault; or committed a sexual battery [48915-C4]	5 days suspension Police report Recommend expulsion		
Ed. Code 48900 O. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both	Possible suspension if deemed a danger to persons Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 Q. Engaged in or attempted to engage to engage in hazing.	Possible suspension if deemed a danger to persons Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed Code 48900 R. Engaged in an act of bullying, including but not limited to bullying by means of an electronic act directed at a pupil or staff member.	Possible suspension if deemed a danger to persons Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 S. Aids or abets the infliction or attempted infliction of physical injury to another person.	Possible suspension if deemed a danger to persons Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900.2 Sexual harassment	Possible suspension if deemed a danger to persons Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900.3 Hate violence (including racial, ethnic, religious, and sexual slurs) Caused, threatened to cause, or participated in an act of hate violence	Possible suspension if deemed a danger to persons Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900.4 Harassment Intentionally engaged in harassment, threats, or intimidation	Possible suspension if deemed a danger to persons Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation



**Bonita Unified School District Code of Discipline**

<b>Other Discipline Violations</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
Defiance/Disruption	Warning, School Service, Detention	Detention, Saturday School, Possible Class Suspension	Saturday School, Possible Suspension	Suspension
Misuse of Technology	Warning, School Service, Detention	Saturday School, Possible Class Suspension	1-2 Day Suspension	3-5 Day Suspension
Cell Phone/Electronic Device	Warning, Parent Pick-up	Detention, Parent Pick-up	Saturday School, Parent Pick -up	Suspension, Parent Pick-up
Cheating on Homework	Detention, Failing Mark on Assignment	Saturday School, Failing Mark of Assignment	1 Day Suspension, Failing Mark on Assignment	2-3 Day Suspension, Failing Mark on Assignment
Cheating on Exam/Major Project	Saturday School, Failing Mark on Exam/Project	1 Day Suspension, Failing Mark of Exam/Project	2-3 Day Suspension, Failing Mark on Exam/Project	3-5 Day Suspension, Failing Mark on Exam/Project
Tardy	Warning/Parent Notification, Possible Detention	Detention	Detention	Saturday School
Truancy	Saturday School	Saturday School	Saturday School, Police Contact	Saturday School, Police Contact
Dress Code Violation	Warning, Change Clothes	Detention, Change Clothes	Saturday School, Change Clothes	Suspension, Change Clothes
Gum	Warning	School Service	Detention	Saturday School
Forgery	Saturday School	1 Day Suspension	2-3 Day Suspension	3-5 Day Suspension
Missed Detention	Reschedule One Time	Saturday School		
Missed Saturday School	Reschedule One Time	1 Day Suspension		

**Grounds for Involuntary Transfer to Another School Within the District:**

1. Student in possession of or under the influence of controlled substance or alcohol
2. Student has accumulated 10 or more days of suspension within the school year
3. Other serious offenses at the discretion of the school principal

**Grounds for Expulsion from the District (Education Code 48915):**

(A1) Causing serious physical injury to another person  
 (A2) Possession of any knife or other dangerous object  
 (A3) possession of any controlled substance  
 (A4) Robbery or extortion  
 (A5) Assault or battery upon a school employee  
 (C1) Possessing, selling, or otherwise furnishing a firearm  
 (C2) Brandishing a knife at another person  
 (C3) selling a controlled substance  
 (C4) Committing or attempting to commit sexual assault  
 (C5) Possession of an explosive