

**District Mission Statement and Philosophy**



The Conejo Valley Unified School District provides a quality education in an environment where every child matters.

**Colina Middle School  
Mission Statement and Goals**

The Colina Middle School mission is to prepare students for fulfillment in school and life. Colina transitions students from elementary school to high school on the way to becoming responsible and caring adults who are life-long learners. We serve a unique student age group, and we strive to achieve the maximum development of each student in accordance with his or her unique physical, mental, and emotional needs and potentials.

The educational program is designed to reinforce and extend basic skills, provide conceptual and content preparation for the high school core curriculum, and allow students to experience exploratory elective and co-curricular opportunities. Self-esteem and self-discipline are developed in challenging and engaging learning environments for all students. Colina also provides a safe, nurturing, and disciplined environment.

Working hard to achieve academic success, making friends, treating others with kindness, and celebrating successes together are keys to our positive school climate.

**Goals:**

- Students will develop positive attitudes toward the learning process.
- Students will develop skills and knowledge to maintain good physical and mental health.
- Students will be encouraged to prepare themselves for an increasingly complex future by learning to speak and write clearly and effectively. They also will be introduced to the value of literature and inspired to become life-long readers.
- Students will develop attitudes, skills and knowledge to gain, organize and communicate scientific information and to engage in critical thinking to make independent judgments.
- Students will develop attitudes and skills to appreciate the arts or other interests that promote the creative processes.
- Students will increase their knowledge of and appreciation for different cultures and the contributions each has made to the United States. Colina's goal is to create an environment of tolerance and respect for all people.
- Students will develop an appreciation of mathematics and learn to apply math skills that will allow for effective functioning in a more complex world.
- Students will be prepared to serve their community and family and to work toward improving the quality of life.
- The school community, having acknowledged the value of reading for pleasure, sets aside time daily for students to engage in reading for enjoyment.

**Teachers**

Denise Agapoff.....	Science
Monica Beck.....	English
Tracy Boccalatte.....	English
John Braaten .....	6th Grade Math/Science
Devin Brown.....	Special Education
DeDe Burke.....	Drama
Troy Burns.....	Science
Chris Catalano.....	Physical Education/WEB
Teresa Coffman.....	Math
Kelsey Custodio.....	Math
Scott Farrell.....	Physical Education/ASB
Lindsey Francioni.....	Special Education
Anne Fruehling.....	Music
Debra Harmon.....	Physical Education
Scott Johnson.....	6th Grade Math/Science
Diana Kennedy.....	6th Grade Eng /Social Studies/ELD
Monica Kern.....	Social Studies/ASB
Karen Klee.....	Physical Education
Lynn Klinger.....	6th Grade Math/Science
Stephen Kozlowski.....	Woodworking
Tracy Krug.....	Spanish/ELD
Christa Lamb.....	English
Emmanuelle Lipsky.....	ELD
Doug Magorien.....	Physical Education
David Matras .....	Science
Sarah Morton.....	6th Grade Eng/Social Studies
Marissa Niemczyk.....	Special Education
Gary Norwalt.....	Math/Technology
Katie Nystrom.....	6th Grade Math/Science
Kris Olson.....	Social Studies
Jennifer Pardini.....	Science/ASB
Coreen Pefley.....	Special Education
Alyssa Petrich.....	Special Education
Bridget Rivas.....	Chorus
Christine Rundle.....	Physical Education
Erik Scherer.....	Social Studies
Lisa Shankar.....	6th grade English/Social Studies
Christine Shihabi.....	Social Studies
Kathy Terndrup.....	Math
Nicole Wall.....	Art/ELD
Kari White.....	English/ELD

**Certificated Support Staff**

Monika Choudhry.....	School Psychologist
Cori Henry.....	Speech Therapist

**Classified Support Staff**

Anita Chiapuzio.....	Office Manager
Cindy Carlson.....	Attendance Clerk
.....	Counseling Office Secretary
Christine Trono.....	Counseling Clerk
Brenda Rachels.....	Health Clerk
Nancy Shelley.....	Account Clerk/Student Store Manager
.....	Library IMT
Jon Hathaway.....	Technology Support
Lorraine Reister.....	Cafeteria Manager
Maria Arreguin-Gomez.....	Bilingual Facilitator
.....	Custodian
Manny Hernandez .....	Custodian
Tom Pavia.....	Custodian

**GRADES IN CITIZENSHIP and WORK HABITS**

Citizenship and Work Habits grades are based on demonstration of the characteristics below. An **E**xcellent student **consistently** demonstrates the characteristics listed below. A **S**atisfactory student **generally** demonstrates the characteristics listed below. **N** is for students who Need Improvement in the areas below. An **U**nsatisfactory student **rarely** demonstrates the characteristics listed below.

**Citizenship Criteria**

- Demonstrates respect to peers and adults
- Demonstrates self-control
- Follows class rules
- Follows school rules
- Maintains positive attitude

**Work and Study Habits**

- Comes to class prepared
- Completes class work on time
- Completes and returns homework
- Demonstrates effort
- Demonstrates neatness / organization
- Focuses consistently / stays on task
- Listens and follows directions
- Participates in class activities and discussions

**RENAISSANCE**

The Renaissance Program enhances and supports our district motto: "High Expectation = High Achievement."

The Renaissance Program is an exciting and prestigious program to reward and celebrate achievement. Renaissance status will add recognition and incentive to your life at Colina. As you set your sights on achieving Renaissance membership, remember the three goals of this program:

- I. To focus on and emphasize excellence in your work habits, citizenship, and academic achievement
- II. To recognize and reward your achievement
- III. To recognize and reward staff achievement

You can qualify in one of the following three groups for special Renaissance celebrations and incentives.

**(Note: Renaissance measures Grades, Work Habits, and Citizenship in all courses, including electives and PE.)**

<b>Gold</b>	All A's & E's or S's		
<b>Silver</b>	All A's & B's & E's or S's		
<b>Bronze</b>	All A's, B's & C's & E's or S's	Or	A GPA improvement of .5 trimester to trimester to the 2.0 level or above & all E's & S's

You qualify at the end of each grading period (not progress reports), and your membership is good for one trimester.

**CITIZENSHIP POINTS SYSTEM**

Students must strive to demonstrate good citizenship both inside and outside of the classroom. We appreciate good behavior and want to reward our best citizens. Our goal with Citizenship Points is for you to develop self-discipline and learn the skills necessary to monitor your own progress and behavior. You will begin the school year with 100 points. ***If you lose points for any reason (see table below) it is your responsibility to make the points up as soon as possible.***

**Important points to remember:**

1. You **MUST SIGN** the points-off slip or log when you lose points. This indicates you are aware of the loss of points, and it becomes your responsibility to track your points and make them up.
2. Points can be made up at **lunch detention or by making arrangements to work with a teacher or custodian. Points are earned at the rate of 10 points per ½ hour at lunch or 5 points per ½ hour before or after school. Points MAY NOT be earned during class time or C.O.R.E time.**
3. Your points must be 80 or above by the Friday one week prior to a school activity, like an assembly, social or dance, to participate in that activity
4. Your points must be 80 or above by the Friday one week prior to scheduled Saturday Work Study (a.k.a., Saturday School, SWS, or SWAP), or you will be assigned to a **MANDATORY SWAP**. You will receive 40 points for satisfactory participation at each 4-hour SWAP.
5. A special end of year activity is planned for students who maintain good point status all year. This means you have:
  - **NEVER** fallen below 80 points.
  - Made up all lost points before the end of each trimester.
  - Lost **less than 40 points** all school year.
  - Not been suspended.
  - Not been truant more than 3 times.
  - Received no more than 1 referral all year.
  - Not been tardy more than 3 times.
  - Received only E's or S's in citizenship on your report cards (No N's or U's in Citizenship)

If you maintain these standards you will be eligible to attend the **SPECIAL ACTIVITY** at the end of the school year. **This event is free of charge for all students who earn it!**

***What can you lose points for?***

<b>Offense</b>	<b>Points</b>	<b>Offense</b>	<b>Points</b>
Locker violation	-10	Tardy (Unexcused)	-10
Gum Chewing	-10	Off task / not following directions	-10
Food, candy, drinks brought to class or beyond red lines	-10	Disrespect/ Harassment	-10
No materials/books	-10	Backpack left unattended on campus, or brought to class	-10
Dress code violation	-10	Profanity/vulgarity	-10

**Points carry over from trimester to trimester.  
Make them up right away!**

## Attendance Information

**Attendance line: 495-7429**

**All day absences: x. 4001**

**Leaving Early or Late Arrival: x. 1005**

Regular attendance is essential to successful school achievement. **You must make every effort to avoid being absent.** If it is necessary to be absent from school, you are responsible for all work assigned during your absence.

### **Excused Absences:**

1. **Illness**
2. **Medical appointments**
3. **Attendance at a funeral of a family member**
4. **Court appearance by subpoena**

Parents **must** clear all absences by phoning the attendance line (**495-7429, press 4001**) either the morning of the absence or ahead of time if known. A note will also be accepted at the attendance window upon your return.

If you will be leaving school during the day, you must bring a note stating the time your parents will be picking you up and the reason for leaving. **Bring this note to the attendance window before school** and you will be given a pass to leave class at the correct time.

### **Truancy**

If you are absent from school for reasons other than those listed above, you are truant. Truancy is against the law. When truant, a student may be cited by the police and mandated to appear in court. If you are truant you will not be allowed to make up any missed class work, tests or assignments. **Truancy directly affects your grade and your eligibility for activities at school.**

### **Special Excused Absences**

When approved by the Principal, Assistant Principal or the Dean, special permission may be given for a student to make up tests and assignments after truancy, when the school has been notified **in writing** in advance of the absence.

### **Closed Campus**

Remember, Colina is a closed campus. This means that when you arrive to school you must stay on campus at all times unless released by your parents. **This includes lunchtime.** Your parents must sign you out in the office when they are picking you up from school.

Guests, other than parents with permission, are not permitted to be on campus or attend classes with you during school hours or at school activities. This includes dances, carnival, luau and any other special events for Colina students.



## General Information

### Bell Schedules

#### **Regular Schedule**

Period	Time	
A	8:00	- 8:45
1 (Homeroom)	9:00	- 9:48
2	9:53	- 10:39
Nutrition	10:39	- 10:49
3	10:49	- 11:35
4	11:40	- 12:26
Lunch	12:26	- 1:01
C.O.R.E.	1:06	- 1:28
5	1:33	- 2:19
6	2:24	- 3:10
<b>Buses Depart</b>	<b>3:17</b>	

#### **Block Schedule**

<u>Day 1</u>		<u>Day 2</u>	
Period	Time	Period	Time
A	8:00- 8:45	A	8:00 - 8:45
1	9:00-10:40	2	9:00-10:40
Nutrition	10:40-10:50	Nutrition	10:40-10:50
3	10:55-12:30	4	10:55-12:30
Lunch	12:30- 1:05	Lunch	12:30- 1:05
C.O.R.E.	1:10- 1:30	C.O.R.E.	1:10- 1:30
5	1:35 - 3:10	6	1:35 - 3:10
<b>Buses Depart 3:17</b>		<b>Buses Depart 3:17</b>	

#### **Minimum Day Schedule**

Period	Time	
A	8:00	- 8:45
1	9:00	- 9:35 Homeroom
2	9:40	- 10:10
3	10:15	- 10:45
4	10:50	- 11:20
5	11:25	- 11:55
LUNCH	11:55	- 12:30
6	12:35	- 1:05
<b>Dismissal</b>	<b>1:05</b>	<b>1:12 Buses Depart</b>

### **Arrival & Departure Times**

Plan on arriving to campus **no more than 15 minutes** before the start of your first class. If you have a 5<sup>th</sup> period dismissal, you should leave school grounds by 2:30 p.m. unless you are involved in a school-sponsored activity. If you have a 6<sup>th</sup> period dismissal, you should leave school grounds by 3:30 p.m. unless you are involved in a school-sponsored activity.

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## Colina Dress Standards – Dress Code

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We all have different wardrobes for different purposes - going to the beach, gym, *Quinceañeras*, mall, dates, funerals, Halloween, the skate park, etc. To be safe, respectful, and effective in each of those settings, we need to dress appropriately. With the support of your ASB, PTSA, staff, School Site Council, and School Board, Colina has established a dress code that helps students be safe, respectful, and effective in our “Work Hard, Make Friends, Have Fun” middle school environment.

It’s a challenge sometimes with our growing bodies and minds, but our system works, even as fashions come and go and with our diverse population. We look as good as we are, and Colina is GREAT! Our dress code is one small piece of that success.

[If students are sent to the office for dress code violations, they are asked to change into PE clothing. Parents may be called and asked to bring other clothing to school if we are out of clothes to loan. Students leave their clothing in the office, until they return the laundered, borrowed clothes to the office. Multiple warnings may result in suspension. (See Discipline Standards for Dress Code Violations.)]

### Students are not permitted to wear:

1. hats, beanie’s, bandanas of any type, except Colina hats, which are available at the student store.
2. clothing which names, advertises, or promotes products that are illegal for minors to buy or use (e.g., drugs, alcohol, tobacco).
3. clothing which features words, pictures, or drawings, that, either overtly or by implication, are offensive/vulgar, sexual, or violent.
4. clothing which includes words, phrases, or pictures that are derogatory regarding ethnic background, national origin, religious belief, gender, gender identity, sexual orientation or disability.
5. clothing that is revealing or distracts from the educational mission of the school, including **clothing that exposes cleavage or a bare midriff**. No crop tops/halter tops/strapless tops/visible spaghetti straps (the space between the bottom of the neck and shoulder should be covered with fabric at least 1½ inches wide on both sides), or clothing which allows undergarments to be visible. This includes clothing that resembles sleepwear, lingerie or undergarments (sheer tops and bottoms, sports bras worn as tops, skirts that resemble slips or nightwear, including pajamas). **Sheer and open-weave clothing is not considered adequate covering of straps, skin, or other dress code violations.**
6. pants which require a belt, suspenders, etc. to hold them up at the waist. Pants must not be excessively baggy at the waist or legs. Undergarments, including boxer shorts, must not be visible. **Shorts and skirts must be at “fingertip” length when the student’s hands are placed straight down with relaxed shoulders and fingers extended. Holes in pants should be covered, when they are above the fingertips. Spandex or tightly fitted stretch pants are not allowed, nor are pants with writing on the backside, unless they are fully covered with a top or bottom at fingertip length.**
7. formal clothing, high heels, or evening wear.
8. clothing with a “gang look” including drawings of gang like activity, violence or unlawful behavior, web belts, initial buckles, or any belt that hangs down.
9. backless shoes or sandals. For safety reasons, sandals must have a heel strap. Bare feet are not allowed.

**The principal and staff of each school may establish reasonable additional regulations regarding student appearance and attire at any point in the school year.**

## General Information

### Backpacks

Backpacks are not allowed in the classroom and should not be left unsupervised on campus. You should go to your locker between classes to retrieve the materials you need for each class. If your backpack is left on campus or in a classroom, you will lose 10 citizenship points.

### Bikes and Skateboards

Walk your bike on school grounds, including the parking lots. A bicycle parking area is located on the West end of the campus. Lock your bike whenever it is left in the bike area. We cannot be responsible for bicycles parked on campus. **Skateboards are not allowed on campus at any time.**

### Cafeteria

Complete hot lunches and a la carte items are available daily in the cafeteria. Various menus are featured on different days, but popular items are always available. Breakfast is available before school. Drinks and snacks are available to supplement your lunch brought from home.

**You must have your ID card to use pre-purchased meals or to receive free or reduced lunch (if you qualify and are approved) in the cafeteria.**

### Cell Phones

Cell phones must be kept in your locker in off or silent mode. They may be used before or after school or during lunch on the blue benches near the attendance window. Parents will be called to retrieve confiscated phones. Multiple infractions result in Saturday School, loss of phone privileges for the year, and suspension.

### Change of Address

If you move, **you must notify the office immediately.** Attendance at Colina is based on residency or special permission if you live outside of our attendance area.

### Cougar Cards (ASB Card)

Colina's Associated Student Body cards (Cougar Cards) are sold at the beginning of the school year as a source of income to support the fabulous student activities here at Colina. With your cougar card purchase you receive free admission to **all** dances and socials. Support your student activities. Buy a Cougar Card!

### Counseling

If you need to see a counselor, fill out a request form (green sheet) in the Counseling office. Counseling services may include program planning, assistance with classroom and school problems or personal matters, career information, or district test interpretation.

### Emergency Drills

Regularly scheduled emergency preparedness drills are conducted at Colina. During evacuation drills, leave your room in an orderly manner and go to the designated area. Follow the directions of the person in charge and remain quiet until the drill is over. At that time return to your classroom. Parents must keep the office supplied with a current list of emergency contacts.

### Fundraisers

The **Magazine Drive** is our kick off fundraiser, sponsored by ASB. All proceeds are used to support activities, dances, assemblies, and the Renaissance Program at Colina. Do your best in supporting this fantastic fund raiser. Parents can contact PTSA to help. We need all the support and help we can get to make this the successful fundraiser it has been through the years.

### Gum Chewing

Because careless disposal of gum in drinking fountains, on furniture, on the floor, or on the sidewalks presents sanitation, cleaning, and repair problems, **gum chewing is not permitted on school grounds.**



### Hall Pass

You may only leave your classroom with the permission of your teacher. Your teacher will give you a hall pass and it must be returned to him/her. Passes are given **only for urgent reasons**. If you receive an office summons please report immediately to the attendance window. **Do not dawdle on campus when given a pass.**

**If you must use the restroom during class time, you must use the one in the Health Office, not the restrooms in the halls.**

### Harassment

Harassment is repeated, unwelcome and unwanted behavior from other students or staff members. Students may not embarrass others or make them feel uncomfortable, particularly with actions or remarks that are sexual, religious, or racial in nature. For example, no one can claim that another's grades or participation in any school activity depends on his or her willingness to cooperate in sexual activity. If you feel you are being harassed, tell a teacher, counselor or school administrator. **ANY REPORT YOU MAKE IS PRIVATE.** An investigation will be conducted and a solution or remedy will be developed. Students can be suspended for harassing, threatening, or intimidating someone who reports or witnesses a rules violation.

### Heading (Required on all papers)

You are expected to use the following heading. Place it on the **upper right corner on the first 3 lines** of every paper you turn in.

**Last Name, First Name  
Subject, Period  
Date**

## General Information

### Health Office

If you become ill during the day you should get a pass from your classroom teacher and report to the Health Office. **During a passing period, report to your next period teacher and get a pass, if possible, before heading to the Health Office.** For safety and to minimize classroom disruptions, students must call from the Health Office for pick up by their parents when they are sick, not from halls or classrooms.

All students must have an up-to-date Emergency Card and a current immunization form on file. Students who cannot participate in a class for health reasons must bring a parent's note to the health clerk to obtain an excuse, **prior** to the activity. A note from a physician is required for an excuse of three or more days. **Under no circumstances may students carry or distribute medications on school grounds.** Medication may be brought to school only after arrangements to store it in the Health Office have been made with the Health Clerk.

**There is no medical, accident or health insurance provided by the school district for students involved in accidents or illnesses on the school grounds.**

### Homework

Homework is assigned on a regular basis in almost every class. If you have no specific homework, you should plan to spend one hour in general study. You are to make up all homework that is assigned during an absence. If you are ill, you are entitled to full credit for make-up work. Generally, you are given the same number of days that you were absent to make up missed work. Your parents may request to pick up homework for you, if you have been absent for illness or injury for 3 or more days.

Get the phone numbers of at least 2 students in each class so that you can call them to get your assignments. (See Buddy System later in this book.)

Most teachers post their lesson plans, assignments, and/or gradebooks online, or they send them by email.

### ID Cards

You will be provided with an ID card at the start of the school year. You must carry this ID card with you at all times on school campus or at school related activities (including teen center or sports events) and show it when asked. **You must have your ID card to be admitted to dances or special school events.** If you lose your ID card, you must purchase a replacement at the Student Store.

### Library

The library will be open according to a schedule, which is established each year. Conduct yourself in a quiet manner and follow instructions for checking out books and magazines. Computer use may be available in the Library Computer Lab. ID cards are necessary to check out books or use library computers.

### Lockers

You must use the locker to which you are assigned. **There is ABSOLUTELY no sharing of lockers or combinations.** Keep your locker locked at all times, and do not leave

valuables or personal belongings in the lockers overnight. The school does not assume responsibility for items missing from your locker. Unauthorized locks may be cut off at the discretion of the administration without reimbursement to the owner. School officials may open and search any locker for reasonable suspicion, or in the event of an emergency.

### Lost & Found

Check the library for lost books, notebooks, and school supplies. Check the bin by the Friendship Room for lost clothing. P.E. clothing may also be found in the P.E. "cage." Check the office for lost money, wallets, phones, keys, jewelry, and other valuables.

### Lunch Area Standards

You must eat in designated areas. Red lines have been painted to mark the boundaries for food. You need to finish eating and deposit trash in containers before you go to the athletic fields or other areas of the campus. Points will be lost for having food past the red lines.

### Materials Needed

To be successful, you should have the following basics. Teachers may also suggest materials specific to their classes.

- Large, hardbound 3-ring notebook
- White, ruled paper
- Assignment Notebook
- Subject dividers
- Two No. 2 pencils & an eraser
- Two blue or black ballpoint pens
- Highlighter & colored pencils
- Zipper pencil pouch
- SURE reading book
- Calculator with memory & square root functions

### Permanent Markers

Permanent markers, such as Sharpies, may only be used at school under the supervision of a teacher and stored in classrooms. Permanent markers found elsewhere on campus or without teacher supervision will be confiscated.

### Physical Education (PE) Uniforms & Locks

PE clothes & locks may be purchased from the Student Store. Locks not purchased at the Student Store may be cut off at the owner's expense. Do not share clothes, combinations, lockers, or locks! Protect your property!

### Promotion

Eighth Grade Students must meet the following requirements to be eligible for promotion activities (ceremony, dance, yearbook signing & Magic Mountain):

- Pass English and Math each trimester
- Pass 5 of 6 classes each trimester or all classes, if on a minimum day schedule
- Have no more than one U in Citizenship
- Satisfy school requirements for citizenship points, school fines, detentions, lost textbooks, discipline, etc.
- Have 80 or more points at the close of the Trimester 3 deadline

8<sup>th</sup> Grade students not meeting these requirements at the end of trimester 1 or 2 will be required to obtain parents' signatures stating they are aware of this policy.



## General Information

### Report Cards / Progress Reports

Report cards are issued 3 times per year at the end of each trimester. The three trimesters are mutually exclusive in terms of grading. Each trimester you get a fresh start. (Exception: Foreign Language CP courses are graded on a traditional semester system.) Progress reports are issued approximately midway through the trimester. Grades below "C" (B in Honors) and citizenship and work habits marks of "N" or "U" are indicated on Progress Reports. All grades and citizenship marks appear on end of trimester report cards. Report cards and Progress Reports are available online. Parents are encouraged to contact teacher(s) regarding concerns in individual classes. Broader concerns should be directed to your counselor.

### C.O.R.E. Colina Organization Review Enrichment time

This time after lunch allows for increased quality teacher time with students to improve productivity and raise academic achievement for all students. This time is for all **Colina** students to work on **organizational** skills, receive guided homework help, **review** targeted academic areas and allow time for meaningful **enrichment** opportunities.

### Retention Policy

Retention is a state law. All students must show sufficient progress in school. A student is at risk of being retained if he/she does not pass English and/or Mathematics each trimester, pass 5 classes each trimester, and satisfy school requirements for citizenship and behavior. 8<sup>th</sup> graders who fail both Math and English Trimester 3 will be referred to the retention program at Conejo Valley High School for the following year.

### Saturday Work Adjustment Program (SWAP)

SWAP is designed to provide an additional disciplinary option between detention and suspension. If you exhibit unsafe conduct, defiant behavior, excessive tardiness, truancy, low points, or continued violation of school rules you will be assigned SWAP. This is a 4-hour program divided between study and campus beautification. You must arrive on time with work to do and follow instructions, or your parent may be contacted, and you may be sent home and/or given partial or no credit. Students may voluntarily sign up ahead of time for SWAP to earn points (40 citizenship points given per SWAP).

### Student Store

The ASB Student Store is located next to room 14. It is open most days from 8:30 – 9:00 a.m. and during nutrition and lunch. You may purchase spirit and PE items, school supplies, snacks and drinks there. Proceeds benefit school activities.



### Suspension

When a student violates the disciplinary guidelines of the school, district, or California Education Code, that student may be suspended from school. It is the decision of the administrator whether suspension will be used as a consequence for inappropriate behavior. **Students who are suspended from school may not attend school functions during the time of suspension or be on any other CVUSD campus**

*For a complete explanation of suspendable offenses and the suspension policy refer to the CVUSD Discipline Handbook.*

### Textbooks

You will be issued textbooks in each of your classes. These books should be kept at home until your specific book return date in June. Colina provides class sets of books for use in the classroom. If you cover your books, do not use self-adhering book covers and/or contact paper, as they will destroy the cover of the textbook. You must pay for all damaged or lost books.

### Transportation

There is a fee-based transportation program available for students who live 3 or more miles from the school. If you need information on transportation, stop by the office.

If you ride the bus to school, discipline standards are to be maintained. Bus citations will result in school discipline and possible loss of bus privileges.

Lost bus passes can be replaced for a fee in the Student Store.

### Visitors

We welcome parents to visit our school. **State law requires that all visitors make arrangements with the Principal, Assistant Principal, or Dean before visiting any class.** All visitors must sign in with the office personnel and wear a badge on campus.

You are not permitted to bring friends or other young people to visit at school.

## Groups & Organizations

### Adelante Mujeres

Adelante Mujeres is an organization which encourages leadership, scholarship and community service for young women. See Counseling for more information.

### CJSF (California Junior Scholarship Federation)

CJSF is an organization to encourage high standards of scholarship, service and citizenship. You must meet the grade requirements to be eligible to apply for membership and (re)apply each trimester. For more information, see Counseling.

### Peer Helpers

Peer Helpers are students who serve Colina in a variety of ways including:

- Orienting new students to our school
- Assisting injured students

See Counseling for more information.

## General Information

### Peer Tutors

Peer Tutors work with fellow students on organizational, academic, and language skills. See your counselor if you are interested in tutoring peers before or after school, during lunch, or during your elective.

### Special Friends

Special Friends work with our special education students by assisting in the classroom, as well as providing support and friendship at school, dances and other extra-curricular activities.

### Student Government (ASB)

ASB plans and organizes school activities. Selections for this class are made in the spring of the prior year. In order to run for a Student Government office you must be a member of the class. School-wide elections are held in June & January. You must have 80 or more citizenship points to run for office and maintain 80 points or more throughout the semester. ASB students must have Renaissance status. 6<sup>th</sup> graders may participate in a before-school leadership class starting in January to prepare for ASB the following year.

### WEB (Where Everyone Belongs)

WEB leaders are 8<sup>th</sup> graders who mentor and plan activities for 6<sup>th</sup> graders. WEB leaders are selected in the spring of the prior year and run activities all year long with the 6<sup>th</sup> grade class.

## Activities

### Assemblies

Several exciting and educational assemblies are scheduled this school year. These include spirit assemblies, music assemblies and guest presenters. Remember to enter the auditorium in an appropriate manner and always show courtesy to the presenter. We are proud of our students and our reputation for being an excellent audience.

### Awards Nights

Awards Nights are held in the spring. You may receive awards for academic and other achievements.

### Dances/Socials

Our dances and socials are for **current Colina students only**. 7<sup>th</sup> & 8<sup>th</sup> grade dances are from 7 to 9 pm. 6<sup>th</sup> grade socials are from 3:30-5 pm. To be eligible to attend, you must have 80 or more citizenship points **by the Friday before the event**. ID cards and pre-purchased tickets are required for admission. Remember, you must follow all school rules and the dress code at Colina dances. **Any student not picked up within 30 minutes of the end of an event will not be eligible for the next one!**



### Lunchtime Activities

Your ASB, WEB, and the Boys and Girls Club plan many lunchtime activities during the year. Get Involved! You will really enjoy being a part of these activities.

Expect to see:

- Class Competitions, which are held throughout the year. Winners earn points to be used towards parties.
- Friend Competitions, which are contest activities that you can enter and participate with a friend. Prizes are awarded.
- Sports Competitions, which are athletic tournaments sponsored by ASB and the PE Department. As always – winning teams receive prizes.

### Renaissance Days

Bring your ID to claim rewards! ***Renaissance Rocks!***

### Student Involvement

This club, sponsored by PTSA, meets at lunch to learn about and support community service organizations like My Stuff, MANNA, and LIFE Animal Rescue. See Counseling for more information.

### Student of the Month

Approximately eight times a year we honor students nominated by each of our departments for academic or athletic achievement or for excellent citizenship. If you are selected as “Student of the Month” you will be interviewed by an administrator or counselor and then “toasted” at a special reception for you and your guests.

### Turkey Trot, Rabbit Run & 5K

Three times a year ASB and the PE Department sponsor races: **Turkey Trot** in November, **Rabbit Run** in March and **Colina 5 K** in May. You must qualify to enter, and have 80 or more points. It’s great fun for all who enter. Prizes are awarded to the winners of these races. **Get the lead out!**



### Sports Club

Sports Club offers the opportunity for all students to participate on sports teams throughout the year. This club also sponsors trips to the Teen Center to compete against the other middle schools in the district. Sports club is an exciting way to develop leadership skills, promote good sportsmanship and work in a team environment. It’s also just **great fun**. **Come join us at lunch!**



## Student Rights and Responsibilities

A safe and pleasant school environment is the responsibility of every member of the school community, students, staff and parents. This obligation is an opportunity for you as a student to demonstrate your maturity, self-respect, and school pride. The pride of a COUGAR is shown by your willingness to be respectful as a spectator at sports and competitions, as a member of an audience at assemblies, and through courtesy to fellow students and visitors. **This pride demands excellence, instills integrity and obligates each of us to be honest in our relationships.**

Colina Middle School will provide an environment that helps you to benefit from the school's opportunities offered. The right to teach and the right to learn are essential guarantees to our school. To guarantee these rights we must all agree on behavior standards and consistently enforce them. These standards will provide a structured, pleasant atmosphere based on mutual respect. The responsibility to maintain these standards rests first with you as the student, then with parents, school, community and other government agencies. Classroom discipline, when fully understood by teacher and student alike, is a partnership of learning in which discipline has a positive effect in changing thought and action. At Colina, we strive to establish a supportive atmosphere in the classroom. Teachers have established behavior standards within their classrooms.

Once a teacher has moved through the intervention steps with a student who chooses to disregard classroom standards, and the student's behavior continues to be unacceptable, a referral will be sent to the Assistant Principal or Dean. The following consequences are intended to serve as general guidelines in the interest of fairness and consistency. All students deserve individual consideration. Students have the right to appeal decisions to the principal.

### Academic Honesty

**Students' Right:** All students have the right to keep confidential their materials, homework, tests and expressions which they create through their efforts.

**Students' Responsibility:** Students shall not misrepresent examination materials, research assignments, class work and homework assignments as their own, when in fact they are the work of someone else. Students will not share their homework, class work or test information with other students, unless permission is expressly given by the teacher. Students will follow classroom test protocol as set by each teacher, including, but not limited to: keep your eyes on your own paper; no communication of any kind at any time.

#### **Consequences:**

##### First Referral

- Teacher conference with student.
- Grade of Fail given for that assignment.
- Teacher will notify parent.
- Citizenship grade may be lowered to an N in that class
- Teacher will send a referral to the administrator noting the details of the incident.

##### Second Referral:

- All of above plus:
  - Parent Conference.
  - Citizenship grade lowered to U in that class.
  - Loss of Perfect Point status for the year.
  - Student referred to Student Study Team.

***For a complete explanation of the Academic Honesty Policy refer to the CVUSD Discipline Handbook available each Fall.***



### General Campus Standards: Code of Conduct

**Students' Right:** All students have the right to attend school on a safe and orderly campus which has a structured, pleasant atmosphere based on mutual respect.

**Students' Responsibility:** Students shall

- Show consideration for the rights, safety, property and feelings of others.
- Demonstrate courtesy and respect to all teachers and other adults on campus.
- Be responsible and accountable for all materials issued to them (textbooks, library books, locks, lockers, keys, I.D. cards).
- Arrive in all classes on time and ready to work.
- Bring all required materials to every class.

Students shall not:

- Use profane or vulgar language
- Chew gum
- Throw objects of any kind
- Harass another student in any way
- Climb trees, fence or the slope by Ascension School
- Deface, damage or destroy school property
- Litter school grounds
- Possess or use cigarettes, tobacco, lighters, matches or any smoking related paraphernalia.
- Possess alcohol or drugs (including over the counter medications) or alcohol or drug paraphernalia
- Ride skateboards, skates, or bikes on campus
- Have portable audio devices on campus
- Use cell phones except in designated areas at permitted times.

#### **Consequences:**

Depending on severity of infraction any of the following:

- Verbal warning
- Loss of Citizenship points, Detention
- Referral
- Saturday Work Study (SWAP)
- Parent Conference
- In-House Suspension
- Suspension
- Shortened Schedule / Minimum Day
- School Transfer, Expulsion

***More specific responsibilities, & consequences are outlined below for certain infractions.***

## Student Rights and Responsibilities

### Cell Phone/Electronic Device Violations:

#### **Students' Responsibility:**

- Students shall abide by all guidelines regarding cell phone use in order to promote a safe and positive school environment.

#### **Consequences:**

- Every Violation: Device confiscated. Parent contacted for pick-up of the phone.
- First Offense: 10 citizenship points off
- 2<sup>nd</sup> Offense: Saturday Work Study (SWAP)
- 3<sup>rd</sup> Offense: Loss of privileges for the year
- 4<sup>th</sup> Offense: Suspension and Parent Conference

### Dress Code Violations:

#### **Students' Responsibility:**

- Students shall abide by all guidelines regarding attire worn to school in order to promote an active and positive school environment.

#### **Consequences:**

- Every Violation: Change into loaner PE clothes
- First Offense: 10 citizenship points off
- 2<sup>nd</sup> Offense: Detention
- 3<sup>rd</sup> Offense: Saturday Work Study (SWAP)
- 4<sup>th</sup> Offense: Suspension and Parent Conference

### Harassment/Sexual Harassment

**Students' Rights:** Students have the right to attend school and feel safe and free from discrimination and harassment (teasing, name-calling, hitting, bullying, racial/religious slurs, sexual comments, etc.)

#### **Students' Responsibility:** Students shall not:

- Harass, intimidate or discriminate against another individual.

#### **Consequences: (Depending on severity of infraction, and based on investigation, any of the following):**

- Conference with students
- Conflict Resolution
- Parent Conference
- Suspension for one to five days
- Transfer to another school
- Notification of the Sheriff's Department
- Recommendation for expulsion

### Littering

**Students' Responsibilities:** Students shall not litter or throw objects of any kind, including food, any place on campus. Students shall use waste receptacles and recycling bins for disposing of trash at all times.

#### **Consequences:** Depending on severity of infraction:

- Points off
- Campus clean-up
- Detention/SWAP

### Non-serve, or Disruption of Detention or SWAP

**Students' Responsibility:** Students shall fulfill all assigned detentions or Saturday Work Study assignments on or before the due date.

#### **Consequences: Non-Serve of detention**

- Doubled detentions
- Saturday Work Study (SWAP)

#### **Non-Serve of Saturday School**

- Reassigned SWAP and
- Suspension

### Profanity

#### **Students' Responsibility:**

- Students will use appropriate language at all times on campus and at school related events. Students will refrain entirely from the use of offensive, profane or vulgar language.

#### **Consequences:**

- First Offense: 10 points off
- 2<sup>nd</sup> Offense: Detention
- 3<sup>rd</sup> Offense: Saturday Work Study (SWAP)
- 4<sup>th</sup> Offense: Suspension and Parent Conference



### Tardy to Class

**Students' Responsibility:** Students will be in class in their assigned seat, ready to learn, before the tardy bell rings.

#### **Consequences:**

- Every Violation: 10 citizenship points off
- 3<sup>rd</sup> Offense (to a class per trimester): Parent Contacted
- 5<sup>th</sup> Offense (to a class per trimester): Saturday Work Study (SWAP)
- Continued tardies will result in continued disciplinary action including a referral to the district School Attendance Review Board (SARB).

### Unauthorized items (not weapons) on campus: MP3, laser pointer, earphones, or other disruptive devices.

#### **Students' Responsibility:** Students shall not

- have a music or video player, laser pointer, earphones or other such devices on campus without school permission.

#### **Consequences:**

- Every Violation: Device confiscated and sent to Assistant Principal or Dean. Parent contacted for pick-up of the item.
- 2<sup>nd</sup> Offense: Saturday School or confiscation of the device until the end of the school year

### Vandalism/ Damage to Property

**Students' Responsibility:** Students shall not damage school property or property belonging to someone else.

#### **Consequences: (Depending on severity of infraction, and based on investigation, any of the following):**

- Parent Conference
- Suspension for one to five days
- Payment for replacement, installation and/or repair costs
- Contract to another school placement
- Notification of the Sheriff's Department
- Recommendation for expulsion

### Weapons / Dangerous Objects / Dangerous Actions:

#### **Students' Responsibility:** Students shall not -

- have any weapon, look-a-like weapon, or dangerous object that can be used as a weapon in their possession, backpack, or locker while on campus. This includes Pepper Spray and other mace-like items
- seriously endanger the safety of others

#### **Consequences:**

- Recommendation for expulsion
- Possible notification of the Sheriff's Department

## Student Rights and Responsibilities

### ACCEPTABLE USE POLICY:

Use of the school network and email is a privilege, not a right. They are owned by CVUSD and are not private. CVUSD has the right to access such information at any time. Administrators, local teachers, and law enforcement will deem what conduct is inappropriate use if such conduct is not specified in this agreement. Technology must be used in a manner that complies with laws of the United States and the State of California. Students must notify an adult immediately if they encounter material that violates appropriate use.

### STUDENT RESPONSIBLE USE:

1. **I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT AND EMAIL ACCOUNT.** I understand that passwords are private and that I may not share my password with anyone. Forgotten passwords can be obtained from the school office. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password or try to use that of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the computer at the end of each session so others cannot use my password.
2. **I AM RESPONSIBLE FOR MY LANGUAGE.** I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities, or any other inappropriate language as determined by school administrators.
3. **I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE.** I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.
4. **I AM RESPONSIBLE FOR MY USE OF THE CVUSD NETWORK.** I will use CVUSD computer resources responsibly. I will not search, retrieve, save, circulate, or display hate-based, offensive, or sexually explicit material. I will not search, retrieve, save, or circulate images or information about weapons using any CVUSD computer resources unless authorized by a school administrator/teacher as part of a school assignment. I understand the use of the CVUSD network for illegal or commercial activities is prohibited.
5. **I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES.** I understand that what I do on social networking websites should not negatively

impact the school learning environment and/or my fellow students, teachers and administrators.

6. **I AM RESPONSIBLE TO BE HONEST WHILE I AM ONLINE.** I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio, or video) in someone else's name. Also, I am responsible for academic honesty when working on online assignments. This means I must observe clear standards for responsible behavior which includes not plagiarizing others' works, not cheating in any fashion – not collaborating when not permitted, and following the teacher's concise guidelines for the assignment(s).
7. **I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE CVUSD'S NETWORK.** I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.
8. **I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY.** I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resources. I understand that I need authorization from a school administrator/teacher to use personal electronic devices I bring to school, including, but not limited to, memory storage devices (i.e. USB drives), laptops, tablets, and smart phones.
9. **I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY, INCLUDING ONLINE.** I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies. The CVUSD is not responsible for the safety and protection of the students' personal property they bring from home, including for participation in classroom activities.
10. **I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES WHENEVER I PUBLISH ANYTHING ONLINE.** I will follow all guidelines set forth by the CVUSD and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server). I understand that it is both unsafe and not recommended to post any personal information about myself, including but not limited to: my name, address, phone number, or school. I will not post photos of students with their first and last names on any online site, including but not limited to: blogs, wikis, and discussions forums.

## Physical Education

### Class Procedures

- You shall dress daily for PE in proper PE dress and be ready for roll call 4 minutes after the tardy bell.
- After roll call, students will participate in warm up exercises and running. The class will then proceed to their activity area for skill instruction and participation.
- All students are to stay out of the locker room during the activity period.
- Eight minute warning bell does not mean activity has ended. Continue activity until dismissed by teacher.
- Remain behind blue line until passing bell rings.
- Do not go out rear gym exit door **unless instructed**.
- We emphasize physical fitness, skill development, and class participation.

### Dressing Regulations

- Every student will be expected to dress in a complete PE uniform: **shirt, shorts, socks and athletic shoes**. Students with notes excusing them from participation must also dress out.
- Students may not wear their school clothes under their PE uniform.
- Students who borrow a lock or uniform for the year are required to return them in good condition at the end of the school year. If lost, students must pay replacement fees.
- Each PE uniform item must be clearly marked with your name at all times.
- If you forget your uniform; **you must still dress out**. Bring your ID **before** class to the loaner cage to borrow a uniform. It must be returned at the end of the class. **Never borrow a friend's uniform**. Borrowing from a friend will cost you citizenship points.
- Ragged or torn uniforms may not be worn.
- Boxer shorts for boys may not be exposed.
- No jewelry may be worn at any time in PE class.
- **All uniforms are to be taken home on Friday and washed**. You should re-mark your name if it fades.
- Sweat suits may be brought from home when the weather turns cold. To prevent loss or theft, print your name on everything. You must still wear your PE uniform under your warm-up suit. **Sweat suits MUST be royal blue**, and have no zippers, hoods, pockets or writing. They may also be purchased in the Student Store.
- **Remember** – Dress out and participate – that is your key to fitness, fun, and a good mark in Physical Education.
- Before you leave your locker, jiggle your lock and turn the dial several times to make sure it's locked.

### Illnesses and Injuries

- If you are ill or recovering from an illness, a note from home signed by your **parent** or guardian will be accepted. After three (3) consecutive days, a doctor's note is required. **Students must continue to dress out.**
- Submit all Parent/Doctors notes to Health Office
- Doctor's notes must include specific physical limitations. Excusals over one week requires completed Physical Limitations form which can be obtained by the Health Clerk.

### Missing Work

**It is the responsibility of each student to make up missing work after an absence or illness.** Make ups can be done with previous arrangements with PE teacher. Any student with a long-term medical excuse must complete a written report on the sport that he/she is missing. Work must be made up within two weeks after an illness.

### Locks and Lockers

Each student is required to have his or her own lock. Locks must be purchased from the Student Store. Non-school locks are not allowed and will be cut off at owner's expense.

Protect your property. Lock your locker. Do not tell anyone your combination. Do not share your locker or clothing with anyone. **This will cost you citizenship points. Check with PE teachers regarding lost locks or uniforms.**

### Lock Serial Number \_\_\_\_\_

### Locker Room Conduct – Student Behavior

The following are prohibited and will lead to referrals and locker room suspensions:

1. Cell phones are not permitted in locker room
2. Running in locker room, horseplay, etc.
3. Eating of food, gum and candy
4. Loud and abusive language
5. Vandalism to lockers, locker room or others' property
6. Fighting or threatening other students
7. Theft or destruction of other students' personal property
8. Removing or hiding another student's lock
9. Repeated failure to lock up locker
10. Glass bottles or aerosol cans

### Standardized Grading Policy

The following categories will be graded:

- |   |     |
|---|-----|
| 1. Daily preparation                        | 20% |
| 2. Daily exercise and warm up run           | 20% |
| 3. Weekly timed runs                        | 20% |
| 4. Skills test, fitness tests and homework  | 20% |
| 5. Participation / Sportsmanship / Attitude | 20% |

"6-item clothes check" includes the following: lock, shirt, shorts, socks, shoes, and a small hand towel.

### Parental Acknowledgement

Please sign this section – Do not remove this page from handbook.

I have read and understand the Colina Physical Education procedures section of the handbook.

Parent Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

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## Buddy System

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When you are home sick, one of the best ways to get your work from each class is to telephone a reliable classmate. You want to make sure you get all of the assignments, so you should choose someone who will have everything written down. Choosing a “buddy” should be done carefully. You can return the favor when they are out. Please get the phone numbers of at least two classmates in each class. These numbers really will come in handy.

<u>Subject</u>	<u>Name</u>	<u>Telephone Number</u>
English	1.	_____
	2.	_____
	3.	_____
Social Studies	1.	_____
	2.	_____
	3.	_____
Science	1.	_____
	2.	_____
	3.	_____
Math	1.	_____
	2.	_____
	3.	_____
P.E.	1.	_____
	2.	_____
	3.	_____
Elective	1.	_____
	2.	_____
	3.	_____

