

A MESSAGE FROM MR. HINDS

Dear Lobos,

Welcome to Los Alisos Intermediate School! I know that the 2011-2012 school year will be a very positive year and I encourage all students to give their best effort in every class. If you do, this year will be a fun, exciting, and rewarding time for everyone.

I can assure you that your educational experiences at Los Alisos will be challenging and involve much hard work. Along the way you may face difficulties, not only in academics, but also in your social life. That is where the staff comes in. One of our roles is to provide you support services and help you through these difficult times. At Los Alisos you will be asked to meet high expectations daily and you will be expected to work hard in every class. If you can meet these challenges, your time at Los Alisos will be better than you can imagine and you will leave middle school with many fond memories and experiences. Remember however; when you do have difficulty at school, there are many caring adults on campus ready to assist you with any problems that arise.

Another important thing that you **must** understand is our strong belief in a safe and orderly campus. We insist on full cooperation on this issue. In order for Los Alisos to be the best school it can be, we need the help of every student and parent in the community in the areas of behavioral standards and dress standards. By working together, we have the greatest opportunity for a fun and successful experience. Let's make 2011-2012 a wonderful year for all.

Good luck and have a safe and successful year!

Mr. Hinds

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GENERAL INFORMATION

CLOSED CAMPUS

Los Alisos Intermediate School is a closed campus and students may not leave the campus for any reason without signed parent permission. When students must leave, parents are asked to meet them in the main office to sign them out. Friends or relatives are not allowed to visit the campus during school hours at any time or for any reason!

USE OF TELEPHONES

All office phones are reserved for business purposes. Students will not be allowed to make calls during class time. Students may carry cell phones for emergency purposes, but they must remain powered off during the school day except in crisis situations or as permitted by the classroom teacher.

LIBRARY

The Los Alisos Library is open for student use, on select days, at 7:30 a.m. Students are responsible for materials checked out and are expected to demonstrate appropriate behavior while using the library. No food, drink, gum, candy, etc. is allowed in the library. The Library is also open at lunch and after school until 4:00 p.m.

YEARBOOKS - ANUARIO

Most students decide to purchase their own copy of the Los Alisos yearbook. The yearbook is sold during the year and distributed during the last week of school.

NEWSPAPER - HABLAMOS

The school newspaper is published by the Yearbook class several times yearly. They are free to students who have an ASB card. Otherwise, the cost is twenty-five cents.

TEXTBOOKS

Students are responsible for textbooks issued to

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them even if they are **lost or stolen**. Textbooks must be covered at all times. Charges for damaged or lost books are to be cleared through the Library Clerk.

SKATEBOARDS AND ROLLERBLADES

Skateboards, Razor scooters and heelies are not allowed on campus and should not be ridden to or from school under any circumstance.

BICYCLES

Students may ride bicycles to school as long as they do so in a responsible manner. To prevent theft bicycles must be locked to the racks in the designated enclosure. Gates are locked at 8:30 a.m. and opened again at 2:45 p.m. Every precaution is made to ensure the safety of bicycles parked at Los Alisos during the school day. However, we do not accept financial responsibility should a bicycle be stolen. Bicycles are never to be ridden inside the gates of school, nor in the parking lot. In addition, they should always be walked across the crosswalks and down the sidewalks adjacent to school.

STUDENTS ARE REMINDED THAT BY STATE LAW, THEY ARE TO WEAR A HELMET WHEN RIDING A BICYCLE ON THE STREET OR THE SIDEWALK.

DISASTER PREPAREDNESS

Los Alisos conducts fire, safety, and evacuation drills with students and staff. In the event of an actual disaster such as fire, earthquake etc., students will be evacuated to the football fields.

PERSONAL PROPERTY

Personal property not used in the instructional program should not be brought to school. This includes laser pens, iPods, cameras, CD players, sports equipment, playing cards, etc. If students bring prohibited articles to school, they will be confiscated. Also, we recommend that students not bring more money to school than needed for lunch as the school cannot accept responsibility for losses.

Cell phone are permitted, but they must be turned off during the instructional day.

LOST AND FOUND

Each year we accumulate dozens of lost jackets, sweaters, etc. Please mark all such clothing so we may return items to the proper owners. Students are discouraged from wearing expensive jewelry to school. Lost articles such as books, binders and clothing may be claimed in the school library.

SPECIAL DELIVERIES

It is requested that parents or family members not send flowers, balloon bouquets, etc. to students while at school. This activity tends to be a distraction for students and staff. Also, students are asked not to give others flowers, balloons, food items, large gifts, expensive gifts, etc. while at school. Such items can be a distraction or can be lost or stolen. Fliers advertising private parties are not permitted on campus and will be confiscated. Your cooperation with these issues is greatly appreciated.

LUNCH PROGRAM

A free or reduced breakfast and lunch is available for students who qualify. Information regarding this program is mailed during the summer. Students wishing to purchase lunch cards may do so at the beginning of the school year through the Food Services Manager. Please visit the District website if you would like to create an electronic account.

MAGAZINE/COOKIE DOUGH SALE

Each fall, Los Alisos students raise money for student body activities by selling magazine subscriptions. Family and friends are asked to renew their subscriptions through our magazine sale. Individuals may also order new subscriptions to be used as gifts from this program.

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P.T.O.

The Los Alisos Parent Teacher Organization (PTO) is a very active support group on campus. The PTO has its annual membership drive in September and elections for officers are held in the spring. The PTO serves the school in a variety of ways from sponsorship of school activities to representing Los Alisos on school and district committees.

SCHOOL SITE COUNCIL

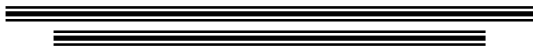
The Los Alisos School Site Council is made up of administrators, teachers, parents, and students. The Site Council assumes the responsibility of overseeing the planning, monitoring, and evaluation of the School Improvement Plan and the monitoring of the School Improvement budget.

INSURANCE

A private insurance company offers an accident policy that gives coverage for regular school sessions and after school activities. The company will also furnish each family with a form listing the benefits covered. Parents will be given the opportunity to buy insurance at the beginning of the school year.

SUBSTITUTE TEACHERS

Los Alisos' normal disciplinary standards apply when a substitute teacher is in a classroom. Students are expected to cooperate and show respect to all adults on campus.



HOMEWORK

At Los Alisos homework is assigned regularly. Homework means more than just doing the assignment; it means studying each subject on a regular basis. It is a part of classroom instruction intended to reinforce student understanding and mastery of concepts in the various subjects.

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The daily amount of time required for completing homework varies from subject to subject and each student's individual work habits and abilities. A minimum time you should expect to spend on homework each day is approximately 90 minutes.

If students are unable to complete all homework in this time, parent/guardians should call or meet with individual teachers for assistance.

Each teacher maintains a web site that lists homework assignments and other important information. This resource may be accessed via the Los Alisos web page.

Parents are requested to make homework a priority in the home and to set aside a regular time each day for students to complete work. Students will be more successful if homework is monitored by parents, older siblings, or at least looked over when completed.

Good study habits at home are essential for success in school.

PROGRESS/GRADE REPORTS

Each trimester Progress Reports are mailed home at the end of the first six weeks. Grade reports are mailed home at the end of each 12-week trimester. Parents may request additional progress reports bi-monthly by submitting a written request to the homeroom teacher. Parents may check their child's grade online with the proper ID#.

Note: All undelivered reports are returned to the Guidance Office. If you do not receive your Grade/Progress Reports, please call the school.

PROMOTION AND RETENTION

Los Alisos students must satisfactorily complete all required courses before promotion to the next grade. This means that in order to be promoted from 7th or 8th grade, a student must earn a minimum cumulative GPA of 1.50 (1.00 in English and Math) and receive no more than 3 trimester "F's" during

the school year.

Eighth grade students who meet the promotion and behavioral requirements may participate in special end of the year events such as the Awards Program, and the Promotion Day Celebration.

DETENTION

Detentions are assigned to students for violations of the Schoolwide Discipline Plan. If a detention is held after school, parents will be given a minimum of 24 hours notice in order to arrange for transportation. **Exceptions are generally not made to the detention policy and parents are asked not to request them.**

OPPORTUNITY CLASS

Opportunity Class is offered to provide specialized curriculum, climate, and guidance necessary to help students who are experiencing difficulty in school because of irregular attendance or insubordination. The core of the program will be held in a self-contained classroom. Students assigned to the Opportunity Class work under the supervision of the Opportunity Clerk.

SCHOOL SUSPENSIONS

Suspension may be administered (Ed Code 48900) when the following infractions occur while on school grounds, while going to or leaving school, or while attending a school-sponsored event.

- A. Caused, attempted to cause, or threatened to cause physical injury to another person.
- B. Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object (inc. laser pens).
- C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance (as defined in Section 11007 of the Health and Safety Code), alcoholic beverage, or intoxicant of any kind.
- D. Unlawfully offered or arranged or negotiated to sell any controlled substance (as defined in Section 11007 of the H.S.C.), alcoholic beverage, or intoxicant of any kind and then sold, delivered or

otherwise furnished to any person, any other liquid, substance, or material in lieu of the controlled substance, alcoholic beverage or intoxicant.

- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school/private property.
- G. Stole or attempted to steal school or private property.
- H. Possessed or used tobacco or tobacco products
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawful possession of drug paraphernalia.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, or administrators.
- L. Knowingly received stolen school or private property.
- M. Possessed an imitation firearm.

A parent conference is required prior to returning to school from a home suspension.

SVUSD Ethics Policy

Students of the SVUSD are subject to an Ethics Policy that deals with students who cheat. All tests, quizzes, reports, or other school related assignments are subject to this policy. Plagiarism and forgery are also violations of the Ethics Policy.

Cheating includes looking at another student's paper or talking during an exam. Helping another student cheat on an exam or assignment is also a violation of the Ethics Policy if it has been made clear by the instructor that students are to work on their own. The following action will be taken in regards to students in violation of this policy.

1st Offense

1. Automatic "0" or "F" on the assignment or test.
2. Teacher contacts parent with details of offense and explains consequences and contract.
3. Referral placed in student discipline file.
4. Trimester citizenship grade will be lowered in the class where the violation occurred.
5. Student is placed on probation for the remainder of the school year. Student signs an Ethics Policy

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Contract, copy goes home for parent signature, his/her teachers are notified, and a copy is placed in discipline file.

6. If the Ethics Policy violation occurs in a student aide class, the student may be transferred to another elective.

2nd Offense

1. Trimester academic grade in the class where the 2nd offense occurred will be lowered by one grade.

Student also assigned a "U" in citizenship and in work habits for the trimester.

2. Referral placed in student discipline file and all his/her teachers notified.

3. Parent conference.

4. Student removed from any and all elected or appointed leadership positions for the remainder of the school year.

5. If ethics policy violation occurs in a student aide class, the student will be transferred from this class with a grade of "F".

6. Student is placed on in-school suspension.

3rd Offense

1. Student receives a grade of "F".

2. Referral placed in student discipline file and all teachers notified.

3. Parent conference.

4. Student placed on home suspension.

5. Student removed from all extra curricular and school activities (except the promotion ceremony) for the remainder of the school year.

REQUIRED MATERIALS

All students at Los Alisos are required to have the following materials with them at school:

Books - Each student is responsible to bring a reading book for D.E.A.R.

Notebook - A three-ring binder with dividers works best.

Notebook Paper - Each student should have a supply of three-hole, standard rule paper.

BinderMinder- Your school handbook must be with you in every class. It is an important resource for you. Replacement cost for a new handbook is \$5.00 per book.

Writing Materials- Each student needs to have at least two #2 lead pencils with them at all times along with a blue or black pen.

Optional Materials - The following materials are recommended:

* Plastic Pencil Bag * Compass

* Small set of colored pencils

* Protractor * Ruler * Calculator

P.E. CLOTHES

All students are required to purchase, label, and wear P.E. uniforms. Lockers are loaned to students to store P.E. attire during the week and to lock up valuables during P.E. class. Students are responsible for keeping their P.E. uniforms clean and mended. **Any loss of property during P.E. is not the responsibility of Los Alisos.**



P.E. EXCUSES

Parental notes for P.E. excuses are accepted for a maximum of three days. After three days, a doctor's note is required. P.E. excuses are handled in the following manner:

- 1 day to 3 week excuse- student must dress, but will be excused from activity.
- 4 weeks and beyond- one of the following:
 - a. remain in class and observe.
 - b. reassigned as teacher aide.
 - c. assigned to Library.

STUDENT ACTIVITIES

The Los Alisos Intermediate School Associated Student Body class (ASB) meets daily. Its purpose is to provide for and encourage student involvement in co-curricular activities as well as student government. Through the ASB, students have the opportunity to be involved in decision-making at school and to make suggestions on how to improve

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the school. A course in Leadership is offered for students involved in student government.

ASB Cards

All students are encouraged to purchase ASB cards. ASB cards cost \$10.00 alone or are included in packages. With the purchase of an ASB card in a package, students are eligible for the following discounts:

- \$1.00 off all dance tickets (\$3.00 savings)
- Free Los Alisos newspaper (\$1.00 saving)
- Free Student Agenda

TOTAL SAVINGS = \$4.00 per student.

ASB cards will be available for purchase throughout the school year. Be sure to purchase yours early to take full advantage of savings!

HONORS TRIP

A special Honors Field Trip is scheduled each spring. In order to attend, students must maintain a cumulative 3.50 G.P.A. or higher through the Progress Report of the 3rd trimester.

Assemblies and Dances

Each trimester Los Alisos sponsors assemblies and dances for students. Assemblies include multi-media motivational programs, cultural and dramatic presentations, and plays. See the monthly Activities Calendar for dates of these activities.

School-wide dances are also scheduled during the year. Dances are open to Los Alisos students only, and students must have the prescribed permission slip signed by a parent or guardian in order to purchase tickets. Dances always have a D. J. for entertainment and are held in the gym. Dances are held after school from 3:00 to 5:00 pm.

In order to be eligible to attend school activities, students must have a minimum of a 1.5 G.P.A. and no U's nor more than 2 N's in citizenship.

ATTENDANCE PROCEDURES

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Punctuality and regular attendance are fundamental to good learning and good citizenship. Every absence results in an instructional loss to students and a financial loss to the school district.

On the day that a student is absent, the parent/guardian should phone the school at **(949) 586-4958** and leave the student's name, grade, date, and reason for absence. If a phone call cannot be made, students should report to the Attendance Office upon their return with a note from the parent. Students are responsible for all assignments and lessons given during absences. Students are not allowed to participate in after school activities on the day they are absent. This includes dances, sporting events, etc. If absence is not cleared within three school days student may receive disciplinary action.

Late Arrivals to School

All students report to the **Attendance Clerk** when they are late to school. Students must bring a note from parent/guardian stating the reason for the tardy. Examples of excused tardies include doctor or dentist appointments. Students who are continually late to school will be referred to the Assistant Principal's Office. Excessive late excuses are not accepted. These cases will be handled by the Principal or the Assistant Principal. Parental cooperation is appreciated.

Types of Absences

Excused: Illness, medical or dental appointments, death in the immediate family, quarantine or immunization exclusion. Students are allowed to make up missed work. Students will be given???

Unexcused: Vacation trips, shopping, working, transportation breakdown, family celebrations, missing the bus, negligence, truancy, suspension, etc. Students may be allowed to make up missed work at teacher discretion.

Illness at School

If students become ill at school, they are to request permission from the teacher to report to the office.

If a student is too ill to remain at school, a parent/guardian will be asked to come for the student. Under no circumstances should students use their cell phones to call their parent to come for them and leave the premises without the school's knowledge. Nor, is a student permitted to walk home without parent permission.

Parents are requested to list the names of two people on the emergency card who have permission to pick up their child in the event that they cannot be reached.

Medication Administered At School

If a student must take medication during school hours, it must be administered by office staff. A Doctor/Parent Authorization Form is available for this purpose. Both the parent and the doctor need to fill out and sign this form. **Medicine brought to school must be in the original bottle or container with the prescription label clearly visible.**

Requests for Homework

In case of extended illness of **three days or more**, homework assignments may be requested through the office. **Please allow twenty-four hours for this material to be compiled.**

Dismissal for Appointments

If a student must be removed from school for any reason, a note advising the school as to the time and nature of the dismissal is needed. The note should to be given to the Attendance Office before school. Parents/Guardians must come to the office to sign students out. This procedure protects the student from leaving the campus with anyone other than the parent or guardian. Students are not allowed to walk home to meet a parent for an appointment or walk to their scheduled appointment from school. Students are responsible for any work missed while off campus.

December 2, 2011.....End of Trimester 1
 March 9, 2012.....End of Trimester 2
 June 14, 2012.....End of Trimester 3

FINAL EXAMS

Trimester 1.....December 1-2
 Trimester 2.....March 8-9
 Trimester 3.....June 13-14

HOLIDAYS

September 29.....Fall Recess
 November 11.....Veteran's Day
 November 24-25.....Thanksgiving Recess
 December 19 –Jan. 2.....Winter Recess
 January 16.....Dr. Martin Luther King, Jr. Day
 February 17-20.....February Recess
 April 9-13.....Spring Recess
 May 28.....Memorial Day
 June 14.....Closing Day

OTHER

PTO.....1st Mon. @, 7:00 pm
 School Site Council.....2nd Wed. @ 3:15 pm
 *Back to School Night.....Thurs., Oct. 6, 7:00 pm
 *Open House.....Thurs., April 26, 7:00 pm
 * = Minimum Day Schedule
 Furlough Days: Nov. 21,22,23



**IMPORTANT DATES TO REMEMBER
 FOR THE 2011-2012 SCHOOL YEAR**

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LOS ALISOS INTERMEDIATE SCHOOL

2010-2011

Code of Conduct

In order to demonstrate pride in myself and pride in my school, I pledge to meet the following expectations:

1. Arrive to class each day on time
2. Do my homework when assigned
3. Work to achieve success in every class
4. Do my own work unless working in an assigned group
5. Follow the Los Alisos Ethics Policy

I also pledge that:

1. I will be respectful, polite and courteous to my teachers and classmates
2. I will follow the School-wide Dress Code
3. I will have my cell phone off during class time
4. I will not chew gum at school
5. I will not use profanity
6. I will follow the "No Hugging" policy
7. I will use the Internet in a responsible manner
8. I will obey all school rules prohibiting the following: Smoking, fighting, possession or use of alcohol, drugs, and possession or use of any weapon.

School-Wide Discipline Plan: Consequences for Infractions

Problem Behaviors

1. Defiance
2. Disruption
3. Inappropriate Language
4. Misuse of School Property
5. Inappropriate Physical Contact

Progressive Discipline Steps

- Step 1: Warning/Conference with teacher
Step 2: Parent Contact (Phone call to parent)
Step 3: School Service (Lunchtime)
Step 4: Detention (Failure to serve Detention will result in an Office Referral)
Step 5: Double Detention
Step 6: Parent/Teacher Conference
Step 7: Office Referral

Other Infractions

Tardies:.....First = warning, second = warning, third = detention, fourth = double detention, fifth + = office referral

Period Truancy:Parent contact, detention, and Opportunity Class

All-Day Truancy:If not cleared within three school days may result in parent contact, Saturday school + Opportunity Class

Bullying or Harassment:Parent contact, detention, Opportunity Class, or Suspension

Ethics Violation:SVUSD Ethics Policy enforced

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LOS ALISOS DRESS STANDARDS – WHAT TO WEAR TO SCHOOL

Students must report to school in attire conducive to a proper learning environment. Clothing or accessories deemed to be unsafe, distracting, immodest, gang or cult-related, or offensive to the general public are not permitted. Extremes in hairstyles or colors, make-up, and body piercing (except traditional ear piercings) are also prohibited. School personnel reserves the right to determine what constitutes inappropriate attire taking into consideration input from law enforcement, parents, students and community members. The Los Alisos Dress Standards are open to revision and change as fads and fashion change.

Pants/Shorts

1. Pants and shorts should be purchased in the proper size and fitting securely at the waist above the hip. **The baggy look is not permitted.** Belts must be worn through all belt loops and are not allowed to hang below the waist.
2. **Pants, shorts and skirts must be longer than fingertips when arms are at side of body.** Short-shorts are not allowed. Garments must be hemmed neatly and may not be worn rolled up. **They must not be torn or contain holes. Underwear must not be showing!**

Shirts/Tops

1. Shirts and tops must be school-appropriate and not be disruptive to the educational process. They may not contain (a) logos or words promoting alcohol, tobacco, or drugs (b) slogans or logos depicting vandalism, bigotry, violence, sexual connotations, suicide, or double meanings.
2. Tops and dresses should be modest and must not be revealing. Prohibited styles include; tank tops (unless worn over an appropriate shirt), cut-off tops, tube tops, halter tops, bathing suits, sports bras, low-scooped tops, midriffs, spaghetti straps or any other thin-strapped top. **Straps need to cover the shoulders. Underwear must not be showing!**

Shoes

1. Shoes must be worn at all times. They must be safe and fit properly. Appropriate styles include: street shoes, tennis shoes and appropriate sandals.
2. Beach thongs/flip flops or similar footwear are not allowed.

Any faculty/staff member may enforce the dress code rules. Parental cooperation with Los Alisos Dress Standards is greatly appreciated.

Hair

Each student's hair should be clean and neatly styled. Unusual/disruptive hairstyles are not permitted. Prohibited styles include: spiked hair, mohawks, hair dyed or streaked in unnatural colors, shaved-in designs, etc.

Headgear

Hats, visors, baseball caps or other headgear are not permitted. **Hoods on hooded sweatshirts must remain down, off the head.**

Backpacks

Each student should carry a backpack for binders, lunches, P.E. clothes, etc. **Only the student's name is allowed to be written on the backpack. No other writings/drawings are allowed.**

Specific Trends

The following trends are not permitted:

1. *The Gothic Look*
2. *The Baggy Look*
3. *The Gang Look*
4. *The Military Look*
5. *Chains*
6. *Other:*
 - Writing on hands, arms or other body parts is prohibited.
 - Studded belts and other such accessories are not allowed.
 - Tattoos are not allowed.
 - "Plug" style earrings/piercings are not allowed.
 - Spike-backed earrings are not allowed.
 - **No graffiti-style writing on clothing, books, etc.**

Consequences for Inappropriate Dress

- 1st Offense:** Office Referral/Change Clothes
2nd Offense: Detention
3rd Offense: Opportunity Class
4th Offense: Home Suspension

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