

Student Name:

Grade:

Team:

# Lake Center Middle School



## Student Planner 2022 – 2023

### Lake Center Middle School

10503 S. Pioneer Blvd.,  
Santa Fe Springs, CA 90670  
(562) 868-4977

**Jack Sokoloff:** Principal  
**Dr. Ross A. Gould:** Assistant Principal  
**Hoda Tanious:** Counselor

### Lake Center Motto

**Believe to Achieve!**

### Lake Center Mission Statement

With a focus on learning, the Lake Center community will provide high quality, well-rounded instructional experiences to support student success every period, every day.

### Lake Center Middle School Conduct Guidelines

**Pride:** Students are expected to follow the school dress code, come prepared to learn and do their best work every day.

**Respect:** Students are expected to use appropriate language while on campus as well as keep all electronics off and away. All classroom materials and school equipment is to be treated with care and used appropriately. Students are responsible for the cost of damaged school property.


**Others Matter:** Students are expected to respect others' differences and feelings as well as acknowledge others' opinions. Bullying at Lake Center Middle School is not tolerated. Physical contact with another student is prohibited and appropriate consequences will follow. Students are expected to respect others' personal space.

**Work Together:** Students are expected to practice active listening and regularly participate in discussions and assignments. In common areas students are expected to share equipment and space as well as keep their area clean by throwing away all trash.

**Lead By Example:** Students are expected to arrive on time and ready to learn every day. Students are to respond to others appropriately in all situations as well as use their time wisely daily.

# Lake Center Middle School



	<b>P</b> ride	<b>R</b> espect	<b>O</b> thers Matter	<b>W</b> ork Together	<b>L</b> ead by Example
<b>All Settings</b>	<ul style="list-style-type: none"> <li>✿ Follow the dress code</li> <li>✿ Show school spirit</li> <li>✿ Use positive language</li> </ul>	<ul style="list-style-type: none"> <li>✿ Respect other's belongings</li> <li>✿ Keep electronics off and away</li> <li>✿ Follow instructions the first time they are given</li> </ul>	<ul style="list-style-type: none"> <li>✿ Respect others' differences and feelings</li> <li>✿ Help others in need</li> <li>✿ Keep hands and feet to yourself</li> <li>✿ Treat others better than you want to be treated</li> </ul>	<ul style="list-style-type: none"> <li>✿ Compliment and encourage others</li> <li>✿ Take turns and wait patiently</li> <li>✿ Keep your area clean</li> </ul>	<ul style="list-style-type: none"> <li>✿ Make positive choices</li> <li>✿ Move safely</li> <li>✿ Leave areas better than you found them</li> <li>✿ Respond appropriately to adults</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>✿ Come prepared to learn</li> <li>✿ Work to the best of your ability</li> <li>✿ Encourage others with positive comments</li> </ul>	<ul style="list-style-type: none"> <li>✿ Use classroom materials appropriately</li> <li>✿ Work cooperatively with peers</li> <li>✿ Stay on task</li> </ul>	<ul style="list-style-type: none"> <li>✿ Acknowledge others' opinions</li> <li>✿ Allow others to learn</li> <li>✿ Treat others better than you want to be treated</li> </ul>	<ul style="list-style-type: none"> <li>✿ Practice active listening</li> <li>✿ Actively participate in discussions and assignments</li> </ul>	<ul style="list-style-type: none"> <li>✿ Arrive on time and ready to learn</li> <li>✿ Treat materials and others with respect</li> </ul>
<b>Common Areas</b>	<ul style="list-style-type: none"> <li>✿ Clean up after yourself</li> <li>✿ Demonstrate good citizenship</li> </ul>	<ul style="list-style-type: none"> <li>✿ Throw away all trash in receptacles</li> <li>✿ Treat equipment with respect</li> <li>✿ Keep food in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>✿ Include others in activities</li> <li>✿ Be considerate of others</li> </ul>	<ul style="list-style-type: none"> <li>✿ Share equipment</li> <li>✿ Take turns and wait patiently in line</li> </ul>	<ul style="list-style-type: none"> <li>✿ Travel with the hall pass</li> <li>✿ Stay in assigned areas</li> <li>✿ Move safely</li> </ul>
<b>Locker Room</b>	<ul style="list-style-type: none"> <li>✿ Practice good hygiene</li> <li>✿ Come prepared with PE materials</li> </ul>	<ul style="list-style-type: none"> <li>✿ Use lockers for their intended purpose</li> </ul>	<ul style="list-style-type: none"> <li>✿ Respect others' personal space and property</li> <li>✿ Leave lotions and sprays at home</li> <li>✿ Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>✿ Keep your area clean</li> </ul>	<ul style="list-style-type: none"> <li>✿ Use your time wisely</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>✿ Keep the area clean</li> <li>✿ Practice good hygiene</li> <li>✿ Leave food outside</li> </ul>	<ul style="list-style-type: none"> <li>✿ Throw away trash in receptacles</li> </ul>	<ul style="list-style-type: none"> <li>✿ Respect others' personal space</li> <li>✿ Maximum of three at a time in the restroom</li> </ul>	<ul style="list-style-type: none"> <li>✿ Take turns and wait patiently in line</li> <li>✿ Stack backpacks neatly outside</li> </ul>	<ul style="list-style-type: none"> <li>✿ Use restroom for intended purposes</li> <li>✿ Report vandalism or other problems to the office</li> </ul>

# LAKE CENTER BELL SCHEDULE

## 2022-2023

Regular Days	MWF – Long Day	TuTh – Short Day	Minimum Day	
Period 1	8:05 – 8:57	8:05 – 8:50	8:05 – 8:44	
Period 2	9:01 – 9:55	8:54 – 9:39	8:48 – 9:27	
Nutrition	9:55 – 10:10	9:39 – 9:54	9:27 – 9:37	
Period 3	10:14 – 11:06	9:58 – 10:43	9:41 – 10:20	
Period 4	11:10 – 12:02	10:47 – 11:32	10:24 – 11:03	
Lunch	A 6/7 Lunch 12:06-12:4 1	SSR 12:45-1:03	A 6/7 Lunch 11:36-12:11 SSR 12:15-12:33 3	A 6/7 Lunch 11:07-11:42 SSR 11:46-12:04
	B 7/8 SSR 12:06-12:2 4	Lunch 12:28-1:03	B 7/8 SSR 11:36-11:54 Lunch 11:58-12:33	B 7/8 SSR 11:07-11:25 Lunch 11:29-12:04
Period 5	1:07 – 1:59	12:37 – 1:22	12:08 – 12:47	
Period 6	2:03 – 2:55	1:26 – 2:11	12:51 – 1:30	

### MWF ASSEMBLY SCHEDULE

SIXTH		SEVENTH		EIGHTH	
1	8:05 – 8:55	A	8:05 – 8:55	1	8:05 – 8:55
2	8:59 – 9:49	1	8:59 – 9:49	A	8:59 – 9:49
N	9:49 – 10:04	N	9:49 – 10:04	N	9:49 – 10:04
A	10:08 – 10:58	2	10:08 – 10:58	2	10:08 – 10:58
3	11:02 – 11:48	3	11:02 – 11:48	3	11:02 – 11:48
L	11:52 – 12:27	4	11:52 – 12:38	4	11:52 – 12:38
4	12:31 – 1:17	L	12:42 – 1:17	L	12:42 – 1:17
5	1:21 – 2:06	5	1:21 – 2:06	5	1:21 – 2:06
6	2:10 – 2:55	6	2:10 – 2:55	6	2:10 – 2:55

### TuTh ASSEMBLY SCHEDULE

SIXTH		SEVENTH		EIGHTH	
1	8:05 – 8:49	A	8:05 – 8:49	1	8:05 – 8:49
2	8:53 – 9:37	1	8:53 – 9:37	A	8:53 – 9:37
N	9:37 – 9:52	N	9:37 – 9:52	N	9:37 – 9:52
A	9:56 – 10:40	2	9:56 – 10:40	2	9:56 – 10:40
3	10:44 – 11:23	3	10:44 – 11:23	3	10:44 – 11:23
L	11:27 – 12:02	4	11:27 – 12:06	4	11:27 – 12:06
4	12:06 – 12:45	L	12:10 – 12:45	L	12:10 – 12:45
5	12:49 – 1:28	5	12:49 – 1:28	5	12:49 – 1:28
6	1:32 – 2:11	6	1:32 – 2:11	6	1:32 – 2:11

## **INSTRUCTIONAL PROGRAM**

### **ACADEMIC PROGRAM**

At Lake Center students are grouped into academic teams, which means they stay with the same group of students each period. All students are scheduled to receive instruction in the following classes:

- **Language Arts:** grammar, writing, reading, speaking and spelling
- **Mathematics:** Math 6, Math 7, Math 8
- **Social Studies:** Pre-history to Rome (6<sup>th</sup>), Fall of Rome to Age of Reason (7<sup>th</sup>), U.S. History (8<sup>th</sup>)
- **Science:** earth science (6<sup>th</sup>), life science (7<sup>th</sup>), physical science (8<sup>th</sup>)
- **Physical Education:** as specified by California State Standards
- **Sustained Silent Reading (SSR):** For approximately 20 minutes each day, students read material of their choice. This program is based on research, which indicates that reading ability increases significantly when students read self-selected literature at appropriate levels of challenge. Students should have appropriate reading materials with them for this purpose.
- **Extended Study/Exploratory Classes:** These classes are intended to broaden a student's education through enrichment classes or support in Language Arts and Math. Students may choose to enroll in Lake Center's performing arts program, which requires a one-year commitment. Students with low-test scores, low GPA (less than 2.0), or other academic needs, will be enrolled in an intervention to address these needs. Academic intervention classes include intensive reading, intensive math, and English Language Development (ELD). Enrichment classes include history and science courses. The following classes require an application process and a one-year commitment from students if they are selected to participate: all Performing Arts groups, AVID, and Journalism.

### **GRADING**

Academic grades will be given for all classes: A, B, C, D, and F. Citizenship and effort grades are given in all classes: **O** – Outstanding, **S** – Satisfactory, **N** – Needs Improvement, and **U** – Unsatisfactory. At the end of the school year, the average for the year is computed arithmetically and noted in the final grading column.

Progress reports will be sent home with students midway through the trimester to inform parents of current progress in class work, behavior, and effort. Six-week courses are reported at each 6-week interval only.

The honor roll is based on all grades. Lake Center criteria for honor roll is a 3.3 GPA with no D, F, N, or U.

### **PROMOTION REQUIREMENTS**

Promotion Requirements: Students must earn a grade point average of 2.0 to promote to the high school. Students with less than a 2.0 GPA will NOT receive a certificate of promotion at the end of 8th grade: these students must attend the summer school "Bridge" program at Santa Fe High School after which they may earn their promotion certificate. Please note that per board policy end-of-the-year activities are a privilege reserved for students who are promoting; thus, students with less than a 2.0 GPA may lose the privilege to participate in 8<sup>th</sup> grade activities celebrating promotion.

Students who exhibit inappropriate behavior and/or unsatisfactory citizenship as indicated by excessive or frequent referrals, suspensions, times on ineligible lists, or by frequent infractions of school rules and standards, may be prohibited from participating in the promotion ceremony or in promotion activities.

A student may not participate in promotion activities if s/he has been absent 21 days or more. (BP 5127a)

### **HOMEWORK**

Most middle school students will need parental monitoring to ensure that homework is completed and returned to school on time. Assignments vary due to the nature of the academic class. You should expect homework assignments on a daily basis, taking from 30 to 90 minutes if done regularly. All homework assignments should be written in this student planner on a daily basis.

Long-term assignments left until the last minute, often result in incomplete work and disappointing results. When students report they have "no homework", parents should require them to read a minimum of 30 to 45 minutes. Parents are encouraged to utilize Parent Portal and communicate with teachers regarding homework assignments.

## ATTENDANCE PROCEDURES

### **ARRIVING AT SCHOOL**

Lake Center gates and office are open at 7:30 am. Students should not arrive before that time. The first morning bell rings at 8:00 a.m. Your child will be marked tardy if s/he is not in class by 8:05 a.m. If students are outside a classroom during class time, they must have a signed hall pass or they will be considered truant from class.

### **TARDIES**

Students shall be seated and have supplies ready when the tardy bell rings or they will be considered tardy. Students not in their first period when the 8:05 a.m. bell rings must report to the Attendance Office before going to class. Consequences for classroom tardies are part of the behavior standards established by each team. Students who are excessively tardy to school will be regarded as habitually truant and may be scheduled to meet with the School Attendance Review Board (SARB). Three tardies of 30 minutes or more without valid excuse equal a truancy.

### **RETURNING TO SCHOOL AFTER AN ABSENCE**

- Students are required to bring a note from home with the student's name, dates of absence, reason for absence, and signature of a parent or guardian. Medical notes should be provided for any doctor appointments and will be noted as such in the student's attendance record.
- If students do not bring a signed note, they will be considered unexcused until the Attendance Office receives a note or phone call from a parent or guardian.
- All students returning from an absence must report to the Attendance Office before school begins in order to pick up a re-admittance slip. Students will not be allowed back into class without a re-admittance slip. Each teacher initials the slip throughout the day to formalize that the student has returned to school. It is the student's responsibility to get the slip signed each period.

### **SART** (School Attendance Review Team)

Upon referral from Lake Center Middle School, a committee of concerned adults meets with school personnel, the involved student, and the parent in order to develop ways of assisting the student to improve attendance and/or behavior. The group meets at the Santa Fe Springs Police Services Center and includes members from several organizations within the city.

### **SARB** (School Attendance Review Board)

Education Code Section 12500 ET SEQ establishes an area-wide SARB to find interventions for severe school attendance and behavior problems before the child is referred to the juvenile system. If SARB is not effective in solving the problem, a petition may be filed on behalf of the minor in Juvenile Court or the District Attorney may file a complaint against the parents for violation of Education Code 12101.

### **DEFINITIONS**

- **Excused Absence** – Absence for proper causes listed in the State Education Code: illness, doctor's appointment (on doctor's stationery), attending an in-state funeral (one day), attending an out-of-state funeral (up to three days).
- **Unexcused Absence** – Absence which occurs with the knowledge and approval of a parent, but which is not excused under state law (e.g., family emergency, vacation, and out-of-town trips)
- **Truancy** – Intentional and planned absence in violation of school attendance laws.
- **Tardy** – Lateness to school or class.
- **Perfect Attendance** – In order for a child to receive Perfect Attendance recognition s/he must have zero tardies and zero absences (excessive early-outs may disqualify a student from perfect attendance).

### **MAKE-UP WORK**

When a student is absent, parents may request make-up work by calling the office. Makeup work can also be requested directly from teachers via email. Emails are listed on the school's website.

### **LEAVING CAMPUS EARLY**

Students must obtain permission from the office to leave campus for any reason while school is in session.

- Students becoming ill during the day must report to the office so that a parent/guardian can be notified. Only parents/guardians listed on the emergency card will be authorized to sign a child out of school. Photo ID is required.
- Parents/guardians must sign out students needing to leave campus during the day through the office.
- Early-outs are strongly discouraged and should be planned ahead of time, to avoid lunch time searching.

Lake Center Middle School is a secured campus and follows procedures to ensure your child's safety. All visitors must check in with the office to receive a visitor's pass. School policy requires that we only release students to a parent/guardian or authorized adult listed on the emergency card (with parent permission). All adults must be 18 years or older. Adults picking up a student assume personal responsibility for that student.

## SERVICE

### **FOOD SERVICES (562) 868-5298**

Breakfast is served daily from 7:30am to 8:00am. Snack food items are available during nutrition, and drinks are available at lunch. The lunch menu is located on the cafeteria door and is subject to change. The Federal Government Free and Reduced Lunch Program is available daily (with an approved application on file) from the cafeteria manager. Students not on the Free and Reduced Lunch Program should pay at the time of service, in advance to the cafeteria, or through the Nutrition Services website (myschoolbucks.com). Foods containing artificial trans fats may not be provided to students on campus.

- Students should bring small bills when paying for food. Students with ten and twenty dollar bills may have to wait in line for change to be made for them.
- Students must line up behind the red line at the cafeteria windows in orderly fashion.
- Cutting in line and ordering food for friends is not allowed.
- The courts are open at lunch for students wishing to participate in lunchtime sports.
- Food is not allowed past the red line in front of the Girls Locker Room.
- Students are to sit on benches, NOT table tops.
- Students are NOT allowed to stand or play on stage steps.
- Breakfast will also be served at Nutrition time for those students who did not use their numbers in the morning.

### **LIBRARY SERVICES (562) 868-4977 x7751**

Lake Center Middle School has a library and media center with many materials for students. Students are responsible for the textbooks and materials they take from the library. All students should have an ID card to check out textbooks and library materials. Appropriate fees will be charged for lost or damaged items. (AR 6161.2) The cost to replace a school textbook can range between \$50 and \$75 each. The cost to replace a missing or damaged bar code is \$5 per textbook.

### **OUTSTANDING DEBT**

*Education Code 48904 states that schools can withhold grades, diplomas, and transcripts if a student does not return school property or pay for damages. If a student owes money to Food Services and/or to the library, progress reports, report cards, and promotion certificates may be withheld until debt is repaid.*

### **EMERGENCY PREPAREDNESS**

Lake Center Middle School is a secured campus. Lake Center has an approved earthquake/disaster plan in case of emergencies. We conduct safety drills in compliance with state law. In the event of a real disaster, students will be released at the Betty Wilson Center located on Florence Ave. Students will only be released to adults listed on their emergency cards with proper identification. Please notify the office for any updates to your child's emergency card.

### **HEALTH SERVICES (562) 868-4977**

The Little Lake City School District provides a registered district nurse to supervise and deal with severe medical emergencies on campuses. A health clerk and other office personnel are also trained to assist students with minor medical problems during the day.

#### Illness Before the School Day

If students complain of illness before school begins, it is best to keep them home under observation. Communicable diseases are most frequently spread during the early stages – often before a diagnosis can be established.

#### Illness During the School Day

When students feel ill, they can receive a pass from their teacher to see school office personnel. Students are only allowed to call home from the office, NOT from classrooms or cell phones.

#### Medications

The California Education Code states that students may not carry any medications with them during the school day. This includes prescription and over-the-counter drugs. All medications are to be deposited in the health office. Office Personnel will administer prescription medication as instructed per doctor's orders written on medical letterhead.

# TRANSPORTATION

## BUSES

Riding the school bus is a privilege extended to students at Lake Center Middle School. Since this is a privilege, it can be suspended or revoked at any time if proper conduct is not shown on the bus or at the bus stop.

### Rules

- Follow all instructions given by the bus driver.
- Do not use profanity or rudeness when speaking to the driver, fellow students, or other adults.
- Remain seated. Do not move to another seat while the bus is moving.
- Speak quietly so you will not distract the driver.
- Keep all parts of your body inside the bus.
- Do not flash signs to drivers of other vehicles.
- Do not throw objects inside or outside the bus.
- Keep the bus clean. You may not eat, drink, or chew gum on the bus.
- Leaving trash, vandalism, defacing, and graffiti are not allowed.
- Enter and leave the bus in a quiet, orderly manner.



## CARS

Parents who drive their children to school are asked to be observant and careful in the neighborhood of the school. Student drop off is allowed in the designated drop off areas only. See map below.

**Police services may issue citations to drivers who park across the street and have their children jaywalk or violate traffic laws.**

## BICYCLES

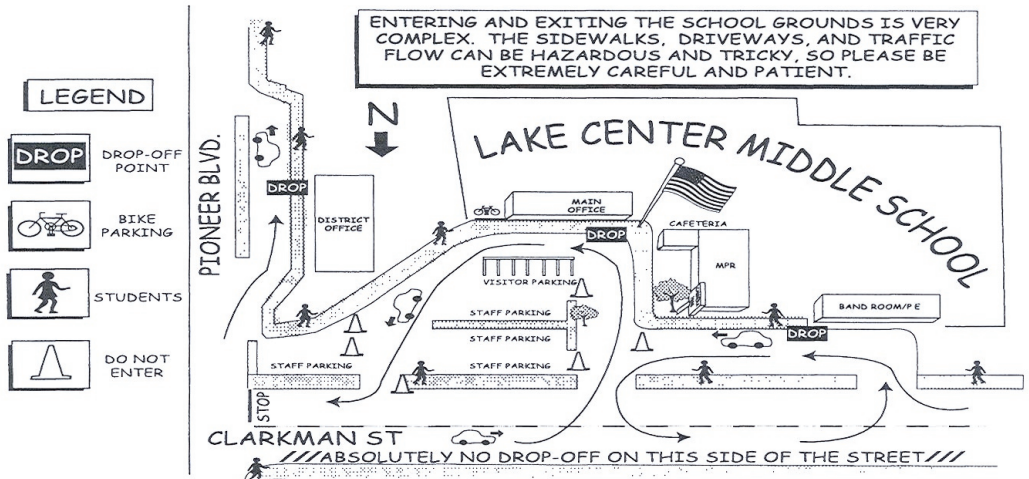
Bicycles are to be walked on campus at all times (this includes all sidewalks and driveways). Students who choose not to follow these rules will not be allowed to bring their bikes to school.

Vehicle Code 21212 requires all people under the age of 18 to wear a properly fitted and fastened bicycle helmet that meets the standards of the American National Standards Institute (ANSI Z 90.4 bicycle helmet standard). For student protection, it is required that bicycles be licensed with the Sheriff's Department (L.A. County Ordinance 33027).

Students riding bikes must lock them in the bike rack area. Use a strong lock and chain to secure bikes to the racks. The school cannot be liable for lost or stolen bicycles.

All students riding bikes to school must have a valid permit on file in the school office each year.

**Skateboards, skates, shoe-skates, and scooters** are not allowed on campus, at any time



## SCHOOL STANDARDS

The Little Lake City School District believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation. (BP5131)

At Lake Center, we take discipline very seriously. Students will be held accountable to these standards. When students behave in a manner contrary to school and team standards, or if students are involved in a severe incident, they may be referred to the office for appropriate intervention. Every effort is made to contact parents to inform them of severe discipline infractions.

Students who miss the entire day of school, due to suspension, are **NOT** to participate in extra-curricular activities that same day, unless approved by an administrator. Parents are encouraged to contact a member of the administration with questions and/or concerns regarding student behavior.

### DEFINITIONS

<b>DETENTION</b>	A student may be assigned detention during the school day or afterschool.
<b>CLASS SUSPENSION</b>	A student may be suspended from one or more classes for misbehaviour for one or two days. Parent will be required to attend a parent conference with the teacher.
<b>IN-SCHOOL ISOLATION</b>	A student may be isolated during nutrition, lunch and/or other school activities in a supervised setting on campus. This is an administrative decision.
<b>SCHOOL SUSPENSION</b>	A student may be suspended from school for the remainder of the day up to five days, depending on the severity of the infraction. This is an administrative decision. The parent is called to pick up the student, and a parent conference with administration is required.
<b>EXCLUSION</b>	The law provides instances when a student is not allowed to come to school. This is usually a temporary condition and exists only until the problem has been cleared. It often involves contagious diseases or failure to meet administrative criteria.
<b>EXPULSION</b>	This is the most serious of the disciplinary actions and requires a hearing before the Little Lake District Board of Education. It removes the student from school and/or the district for a minimum of one semester.

### EDUCATION CODE VIOLATIONS

Expectation	Rule	Possible Consequence
1. Lake Center Middle School students will contribute to keeping the campus safe for everyone.	<b>WEAPONS AND DANGEROUS OBJECTS ARE NOT ALLOWED. (Ed Code 48900b)</b>	Suspension, Police Services, Referral for Expulsion
2. Lake Center Middle School students are expected to resolve conflicts peacefully.	<b>FIGHTING AND HAZING ARE NOT ALLOWED. (Ed Code 48900-a, 48900-1) HARASSMENT, THREATS, INTIMIDATION, AND BULLYING ARE NOT ALLOWED. (Ed Code 48900.4 and/or r)</b>	Suspension, Police Services, Referral for Expulsion
3. Lake Center Middle School is a drug free learning environment.	<b>DRUGS, ALCOHOL, AND DRUG PARAPHERNALIA ARE NOT ALLOWED. (Ed Code 48900d, 48900j)</b>	Suspension, Police Services, Referral for Expulsion
4. Lake Center Middle School students are responsible citizens who respect school and personal property.	<b>THEFT, GRAFFITI, TAGGING, AND PROPERTY DAMAGE IS NOT ALLOWED. (Ed Code 48900f)</b>	Suspension, Police Services, Referral for Expulsion Restitution/Replacement
5. Lake Center Middle School students respect themselves, other students, and all school staff.	<b>WILLFUL DEFIANCE OF AUTHORITY IS NOT ALLOWED. (Ed Code 48900k) ROBBERY AND EXTORTION ARE NOT ALLOWED. (Ed Code 48900g, 48900l)</b>	Suspension, Police Services, Referral for Expulsion Restitution/Replacement
6. Lake Center Middle School students will behave in a manner conducive to a learning environment.	<b>SEXUAL HARASSMENT IS NOT ALLOWED. (Ed Code 48900.2) PROFANITY, VULGARITY, AND OBSCENE ACTS ARE NOT ALLOWED. (Ed Code 48900i)</b>	Suspension, Police Services, Referral for Expulsion
7. Lake Center Middle School is a tobacco free zone.	<b>TOBACCO PRODUCTS ARE NOT ALLOWED. (Ed Code 48900h)</b>	Suspension Police Services Referral for Expulsion

In an effort to maintain a safe and orderly school environment, school personnel can search students and their property.



## LAKE CENTER MIDDLE SCHOOL DRESS CODE

In keeping with the philosophy of the Board of Trustees and Board Policy 5132, the Little Lake City School District has established dress and grooming standards.

Lake Center believes in a dress code that promotes a safe and nurturing learning environment. While it is important to recognize unique individual qualities, it is equally important to realize that an expression of individualism has its limits on a middle school campus.

Personal appearance is primarily the responsibility of the parent/guardian and the student. Together, you take primary responsibility for student compliance with the dress code. School personnel shall be responsible for enforcing the dress code when students are on campus, at school functions, extracurricular activities or other special school activities.

The following guidelines will assist you in adhering to the dress code. In order to promote a safe and nurturing learning environment, the school dress code policy may be revised throughout the year as clothing styles and trends change. Failure of a student to comply with dress standards will result in consequences.

### GENERAL GUIDELINES

- Students cannot opt out of these mandatory dress standards.
- A student who violates these standards shall be subject to appropriate disciplinary action.
- Any clothing or accessory that depicts in any form, profanity, violence, drugs, alcohol, vandalism, weapons, tobacco, a sexual act, or is offensive to any gender, race or culture is unacceptable and therefore not permitted.
- Any clothing or accessory that can likely cause a disruption of or interference with the educational process, student health or safety, or campus order is not permitted.
- Footwear must be appropriate for safety and school activities (e.g., no flip flops, slip-ons, steel-toed shoes, crocs, or slippers)
- Students must adhere to dress code standards upon entering the campus.
- The school administration will evaluate each incident on a case-by-case basis.

	<b>Acceptable</b>	<b>Unacceptable</b>
<b>Pants</b>	<ul style="list-style-type: none"> <li>• Fit at the waist and legs</li> <li>• Worn at the waist</li> <li>• Cover undergarments</li> <li>• Jeans may have holes or tears from mid-thigh down</li> </ul>	<ul style="list-style-type: none"> <li>• Oversize and baggy</li> <li>• Cargo/military style</li> <li>• Pajama wear (except on Pajama Day)</li> </ul>
<b>Leggings, Jeggings</b>	<ul style="list-style-type: none"> <li>• Worn in modesty</li> <li>• Length of blouse/top must land below the hips</li> </ul>	<ul style="list-style-type: none"> <li>• Worn with short shirt or blouse</li> <li>• Tight or revealing</li> <li>• Sheer panels above mid-thigh</li> </ul>
<b>Shorts, Skorts, Skirts, Dresses</b>	<ul style="list-style-type: none"> <li>• Fit at the waist and legs</li> <li>• No shorter than mid-thigh</li> <li>• Cover undergarments and bottom</li> </ul>	<ul style="list-style-type: none"> <li>• PE or biking shorts</li> </ul>
<b>Shirt, Blouse, Top, and Dresses</b>	<ul style="list-style-type: none"> <li>• Undershirt tucked in</li> <li>• Covers the shoulders</li> <li>• Appropriate messages and images</li> </ul>	<ul style="list-style-type: none"> <li>• Spaghetti straps, halter tops</li> <li>• Oversize and baggy</li> <li>• Exposes torso areas (e.g., abdomen, stomach, back)</li> </ul>
<b>Outerwear</b>	<ul style="list-style-type: none"> <li>• Light jackets, sweaters, vests, sweatshirts</li> <li>• As plain as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Used to cover or hide unacceptable dress</li> </ul>
<b>Belts</b>	<ul style="list-style-type: none"> <li>• Leather, plastic, or cloth</li> </ul>	<ul style="list-style-type: none"> <li>• Large belt buckles</li> <li>• Buckles with initials</li> <li>• Buckles with studs</li> </ul>
<b>Hats, Hoodies, Head Coverings</b>	<ul style="list-style-type: none"> <li>• Hats worn forward</li> </ul>	<ul style="list-style-type: none"> <li>• Worn inside buildings</li> <li>• Hoods worn on campus (unless raining or cold outside)</li> <li>• Bandanas</li> </ul>
<b>Hair</b>	<ul style="list-style-type: none"> <li>• Modestly Colored</li> <li>• Short, spiked hair (under 1")</li> </ul>	<ul style="list-style-type: none"> <li>• Mohawks</li> </ul>
<b>Jewelry</b>	<ul style="list-style-type: none"> <li>• Worn in modesty</li> <li>• Modest earrings, not larger than a quarter</li> <li>• Nose piercings (ok but not recommended)</li> </ul>	<ul style="list-style-type: none"> <li>• Large hoop earrings</li> <li>• Large gold/silver chains</li> <li>• Stud/spike jewelry</li> <li>• Body piercing, including: tongue, eyebrow, lip, and belly</li> </ul>

Lake Center Middle School Dress Code Violation Consequences	
1 <sup>st</sup> Violation	Violation Corrected and/or Student Given PE or Loaner Clothes Violation Notice Sent Home Violation Recorded in Office Discipline Log as Warning
2 <sup>nd</sup> Violation	Consequences from 1 <sup>st</sup> Violation, plus Nutrition Detention.
3 <sup>rd</sup> Violation	Consequences from 2 <sup>nd</sup> Violation, plus Lunch Detention.
4 <sup>th</sup> Violation	Consequences from 3 <sup>rd</sup> Violation, with After-School Detention.
5 <sup>th</sup> Violation	Consequences from 4 <sup>th</sup> Violation, plus Parent Conference and Dress Code Contract

## LAKE CENTER MIDDLE SCHOOL LANGUAGE STANDARD

The students of Lake Center Middle School are expected to demonstrate good citizenship, which includes appropriate language. Students are expected to use appropriate school language at all times. We believe that this language standard will teach students to treat others with dignity and respect, allow students to create more positive interactions with others, support a more positive and academic environment, and prepare students to become more successful in college and career settings.

In keeping with Education Code 48900.2, profane and vulgar language are not to be used in the school setting. Inappropriate language also includes sexually-explicit content.

Lake Center Middle School Language Standard Violation Consequences	
Step One	Warning, Documented in Discipline Records
Step Two	Office Referral, Lunch Detention
Step Three	Office Referral, Administrative Detention, Reflective Essay
Step Four	Office Referral, Detentions, Parent Conference, Contract

## BULLYING INTERVENTION

Bullying occurs when a student repeatedly attempts to hurt, humiliate, or exclude another less-powerful student. (No Bully 2013) Bullying is not tolerated at Lake Center Middle School, and instances of known bullying will be addressed promptly.

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. (BP5131.2) At Lake Center, there are several ways to report conflicts and bullying concerns:

- **Inform a staff member.** Campus supervisors, teachers, the counselor, and school administrators are some of the people that can assist in addressing problems. Lake Center also has trained No Bully Solution Coaches® to help resolve bullying issues.
- **Bully Box**, available in the Attendance office and in designated team classrooms
- **Online Reporting:** Form available under Student Resource Tab

# ACADEMIC HONESTY POLICY

Our goal at Lake Center is to foster academic excellence. We encourage honesty and responsibility through our Academic Honesty Policy. Therefore, cheating in any form is unacceptable behavior and is incompatible with Lake Center's philosophy.

Students are expected, unless otherwise directed by the teacher, to complete all of their own work. This includes, but is not limited to, homework, tests, projects, essays, and other written assignments. Cooperative assignments are so designated by the teacher; only those assignments are to be shared. Group assignments typically involve students working together with different roles being assigned to each student. No one student should complete the entire group assignment. Studying for tests and exams with other students is encouraged.

Plagiarism is the practice of copying verbatim written material from other sources (e.g., Internet) without providing appropriate footnotes. This violates the academic honesty policy. Students who deliberately or carelessly allow their papers to be copied are also cheating. Forgery is another form of cheating. Whenever it is discovered, the school-wide academic honesty policy will be followed.

Teachers, parents, and students must understand, accept, and share responsibilities if this policy is to be effective.

## **Student Responsibilities**

The student will:

- set aside sufficient time to study
- participate actively in class and attend regularly
- not lend or borrow homework
- observe test time limits
- keep eyes on his/her own paper
- prevent his/her test from being seen
- keep quiet during a test or about the test until all classes have had a chance to take it
- not represent as his own the work of a parent, brother, sister, or anyone else
- not allow one member of a team to do the whole task
- learn how to attribute work properly by citation, footnote, and bibliography

## **Parent Responsibilities**

The parent will:

- communicate to the child values of moral and ethical behavior
- provide child with a quiet time and a place to study
- support the student's efforts, but allow the student to maintain ownership (not edit, type, or in any other way do the work for the child)
- encourage wise use of time including test preparation
- check student's work and planner regularly

## **Teacher Responsibilities**

The teacher will:

- make the classroom policy known to all students
- be specific as to whether work is to be cooperative or individual
- carefully proctor tests
- periodically share students' academic progress
- teach the difference between plagiarism and appropriate citation of another's work

## **Consequences of Cheating on Any Assignment**

*First Instance:*

- Student will receive an F or zero on the assignment or test.
- The teacher will confer with the student and notify the parent of the incident.
- Student's citizenship grade will be lowered by one level.
- A notation will be added to the student's discipline file.

*Second Instance* - as listed in the first instance and one or more of the following:

- A conference will be scheduled with an administrator, parent, teacher, and student.
- The trimester mark will be lowered by one full letter grade.
- The citizenship grade will be lowered to an automatic U.

*Subsequent Instances:*

- A conference will be scheduled with an administrator, parent, teacher, and student.
- Appropriate consequences for the cheating will be discussed.

## **BACKPACKS**

Students are encouraged to use backpacks. However, in order to keep our campus restrooms safe and clean for all students, backpacks are not allowed in the restrooms.

## **CELL PHONES/PERSONAL ELECTRONICS**

Cell phones shall be turned off and inside the student's backpack during school hours or at any time as directed by a school district employee, except when deemed medically necessary or permitted by a teacher or administrator. Cell phones may also be stored in a cell phone holder, located in classrooms, while on campus. No student should be prevented from using his/her phone in case of an emergency, except if use inhibits the ability of school district employees to effectively communicate instructions for student safety.

**If cell phones are brought to school, the student assumes all responsibility for the phone, which must be turned off and put away inside the student's backpack while on campus (unless permission is granted by teacher to use phones in classroom).** Other than phones, students may NOT bring electronic devices to school. Cellphone /Electronics used in the restroom/locker room will result in confiscation resulting in Parent/Guardian pickup. Consequences are issued for students in violation of the electronics/cell phone policy:

<b>Lake Center Middle Cell Phone Violation Consequences</b>	
<b>First Violation</b>	A school district employee directs the student to turn off the device and put it away
<b>Second Violation</b>	Phone confiscated for the remainder of the school day Pickup by student
<b>Third Violation</b>	Phone confiscated Pickup by parent only, administrative detention assigned
<b>Fourth Violation</b>	Phone confiscated Pickup by parent after conference. Student prohibited from bringing cell phone onto campus

## **CHILD ABUSE**

All Lake Center staff members are mandated reporters of child abuse. They are required by the State of California to report any incidents of suspected child abuse to the proper authorities.

## **DISPLAYS OF AFFECTION**

Public displays of affection, such as kissing or prolonged hugging, are **NOT** acceptable on the school campus.

## **INAPPROPRIATE ITEMS AT SCHOOL**

- Large sums of money and/or valuables should be left at home. Toys, stuffed animals, flowers, balloons, gifts, and other distracting items cannot be brought or **delivered** to school.
- All inappropriate items brought to campus will be taken away from students. Items may be picked up from the office only by a parent. Lake Center is not responsible for confiscated items. Every attempt will be made to safeguard all items; however, they will not be replaced if lost. On July 1<sup>st</sup>, all unclaimed items will be donated to charitable organizations.
- Other inappropriate items include chewing gum, permanent markers, vape, spray perfume/cologne, liquids that are not clear in nature, and sugaring or caffeinated beverages (i.e. Starbucks, Monster, Redbull beverages).

### ***ITEM DROPOFF***

Ensure your child has all items necessary for the day before leaving home. This includes backpacks, lunches, PE uniforms, musical instruments, permission slips. In order to protect instructional time, items dropped off by parents may only be picked up by students **on their own** during non-instructional time (e.g., nutrition, passing period, lunch). **Please refrain from dropping off lunches in the office.** We understand emergencies happens, please call the office if you need to make arrangements.

### ***MID-DAY PICK-UP***

If you need to pick up your child during the school day, please call ahead and let the office know what time you will be picking up. Failure to call ahead may result in delays, particularly if your child is at lunch or PE.

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

Lost and found items are kept in storage bins near the office and in PE locker rooms. All unclaimed items will be donated to charitable organizations in July.

### ***MUSIC DEPARTMENT***

Please take good care of musical instruments that are school property. Parents will be responsible for returning instruments in the same condition in which they were rented. Lake Center Middle School is not responsible for any musical instruments that are left on campus.

### ***SELLING ON CAMPUS***

Individual students are not allowed to sell unauthorized items at any time on campus. Items being sold will be confiscated (including the money) and not returned to the student.

### ***TEAM CONSEQUENCES AND REWARDS***

Teams have specific consequences and rewards for student behavior. Please refer to your child's team plan for more information.

# PHYSICAL EDUCATION

## PHILOSOPHY

Through instruction and experiences, our students will have the tools necessary to lead healthier lifestyles. Our staff desires to instill in our students a personal commitment to continued participation in quality, lifetime recreational and physical fitness activities.



## CURRICULUM

Curriculum will coincide with the California State Standards for physical education. Students will be given projects, written tests and physical assessments to assist in the learning process and to check for proficiency and understanding.

## PHYSICAL EDUCATION LOCKERS

All students will be issued a secure locker for storage of personal P.E. items (P.E clothes, athletic shoes, deodorant). Locker rooms prohibit storage and use of glass, aerosols, lotion and food. Students must NOT share their combinations with friends and should NOT share lockers. Lake Center Middle School is not responsible for lost or stolen items. During class students must make sure to lock their belongings in lockers. Please note: Taking or claiming items that do not belong to you is considered theft and will be addressed with consequences. Found items should be turned in.



## PROCEDURES

- Students are to report all injuries to the teacher immediately.
- Students are expected to treat school equipment with proper care. Any abuse will result in disciplinary action. Please report any damaged or dangerous equipment.
- Students may be excused from activity with a note from a parent/guardian for up to three days, depending on the problem. For longer periods, a doctor's excuse must be obtained, with recommendations for activities listed.
- Students excused from activities will be given written assignments to be completed during class for the duration of their excused time.
- Use of cameras, cell phones and other devices equipped with a camera are not allowed in the locker rooms. Cameras, devices and pictures will be confiscated and turned in to the office. Items will be available for parents to pick up only.

## PHYSICAL EDUCATION UNIFORM

School P.E. uniforms are available through the student store or PE department. Clothing purchased outside of school for use during PE must meet the following criteria:

1. Shirt must be light heather grey without logos. Crew neck only.
2. Royal blue shorts without pockets or stripes.

Additionally, the uniform guidelines are as follows:

- Students are expected to dress out daily in **their own** physical education uniform.
- Loaners are available through the PE staff for students who do not have their PE clothes during class. Excessive use of loaners or non-suits will result in consequences.
- Both shirt and shorts must have student's name on them.
- Students must not wear clothing, such as shirts, tank tops, camisoles or shorts under their PE clothing.
- PE uniforms cannot be altered or loaned to others.
- PE uniforms must be taken home on the last day of the week, washed and returned the next school day.
- Athletic shoes must have laces and be properly tied to maintain safety at all times.
- Socks must be worn with shoes.
- Boots, slip-ons and other unsupportive shoes are not allowed.
- Sweaters and sweats are allowed on cold days at the teacher's discretion.
- Any sweaters and sweats worn during PE cannot be worn for other class periods.
- Students will not be dismissed from PE class to retrieve PE clothes that have been dropped off at the office during school hours.

## DISCIPLINE

- Verbal warning is given to the student.
- Teachers will counsel the student on rule violation and a ten-minute detention is given.
- If problems persist, teachers will make a phone call to notify parents and a 30-minute detention is given.
- Students may be referred to the office depending on the severity of the defiance or infraction.
- Certain offenses, as listed in the California Education Code, are punishable by immediate class suspensions.



## Lake Center Calendar 2022-2023

August 17	First Student Day of School (Minimum Day)
September 1	Back to School Night
September 2 & 5	Labor Day- Holiday
October 3-7	Parent Conference Days (Minimum Days)
October 31	Non-School Day
November 10	End of Trimester 1 (NOT a Holiday)
November 11	Veterans' Day - Holiday
November 21-25	Thanksgiving Holiday
December 19– January 3	Winter Break
January 4	School Resumes
January 16	Dr. Martin Luther King, Jr. – Holiday
January 24-26	Parent Conference Days (Minimum Days)
January 27	Non-School Day
February 13	Lincoln's Birthday - Holiday
February 20	President's Day - Holiday
February 24	End of Trimester 2 (NOT a Holiday)
March 27-31	Spring Break
April 3	School Resumes
April 10	Non-School Day
April 13	Open House
May 29	Memorial Day - Holiday
June 8	Last Day of School for Students, End of Trimester 3 (Minimum Day)

**Note:** Dates and events were published at the beginning of the school year and are subject to change. For the most updated calendar, visit the school website at [lakecenter.ilcsd.net](http://lakecenter.ilcsd.net).

### Class Schedule

	Subject	Room	Teacher
Period 1			
Period 2			
Period 3			
Period 4			
SSR			
Period 5			
Period 6			

## LAKE CENTER SOCIAL MEDIA CONTRACT

Lake Center Middle School recognizes that access to technology is necessary in the modern educational setting. Technology gives students, teachers, and parents greater opportunities to learn, engage, communicate, collaborate, and develop skills that will prepare them for work, life, and citizenship. However, technology, specifically, social media sites, also has the capability to act as a distraction and impediment to the daily learning goals at Lake Center. For that reason, it is necessary that ALL students read through the contract below and commit to using social media in a responsible and safe manner. All students and parents must agree to the "Acceptable Use Policy" below.

### Lake Center Middle School Social Media Policies:

- Lake Center Middle School expects students to follow the same rules for good behavior and respectful conduct online as offline. Treat other students with respect and dignity online.
- Social media sites will not be used for cyberbullying (pursuant to Education Code **48900.2, 48900.3, and 48900.4**) or any other illicit behavior that interferes with school safety.
- All students must comply with the age requirements for social media sites as stated in the "privacy policy" of each site and as spelled out in the Federal **COPPA** Laws.
- Misuse of Social Media can result in disciplinary action by Lake Center Middle School administration and Lake Center administration has a right to investigate students; social media sites, in the event of allegations of inappropriate online conduct. Pursuant to the California Education Code, including but not limited to, Sections **220,234, 234.1, 32261, and 48900**.
- Lake Center Middle School Administration has the right to discipline students for online conduct which is related to a school activity.
- Lake Center Middle School makes a reasonable effort to ensure student safety online, but WILL NOT be held liable for harm or damages that result from student misuse of social media technologies.



## **Children's Online Privacy Protection Act (COPPA)**

- Social Media sites have included in their "Privacy Policies" language to ensure they are compliant with COPPA laws. Many social media sites REQUIRE that you must be AT LEAST 13 years old in order to use the social media service.
- If it is discovered by Lake Center staff that any student under the age of 13 is misusing social media (per the expectations above), the student may be reported to the social media site.
- The student account will likely be terminated if it is discovered that a student has falsified information in order to obtain access to a social media account.

### **Specific Age requirements from various social media sites**

- Facebook, Twitter, Instagram, Pinterest, Tumblr, YouTube, TikTok, Discord, WhatsApp, and Snapchat all require users to be AT LEAST 13 years of age in order to open a social media account.
- Kik requires all users to be AT LEAST 18 years old.

## **Best Practices for Social Media Use**

- Be Aware that Privacy Settings are NOT Foolproof. Lakeside Middle School students are highly encouraged to use privacy settings on social media sites. However, students should be aware that privacy settings are not a guaranteed safeguard against potential online threats.
- Avoid Posting Confidential Information. Be aware of the kind of information you are posting on social media sites. Everything you post can be seen by others including county, state, and federal criminals worldwide.
- Avoid unprofessional public profiles and/or comments. Any information you put on social media sites are considered public information and may be viewed by members of the public. Be mindful of the image you create for yourself online. Your posts and/or comments are a direct reflection of you. Do not post things that you may regret later and do not post things that may likely cause harm to others.
- Avoid posting illegal activities. Photos posted on social media become the property of the social media site. You may delete the photo from your profile but the photo may still be accessible to others.
- Avoid Bullying/ Threats of Violence. Bullying is a serious problem and is not limited to physical student to student interactions. Social media sites are commonly used for acts of cyberbullying. It is important that Lake Center students refrain from any acts of bullying online.

## Academic Language Scripts

### Requesting Assistance

- Could you please help me?
- I'm having trouble with this. Would you mind helping me?
- Could you please show me how to do this..., write this..., draw this..., pronounce this..., solve this?

### Interrupting

- Excuse me, but... (I don't understand.)
- Sorry for interrupting, but... (I missed what you said.)
- May I interrupt for a moment?
- May I add something here?

### Asking for Clarification

- Could you repeat that?
- Could you give me an example of that?
- I have a question about that: ...?
- Could you please explain what \_\_\_\_\_ means?
- Would you mind repeating that?
- I'm not sure I understood that. Could you please give us another example?
- So, do you mean...?

### Probing for Higher Level Thinking

- What examples do you have of ... ?
- Where in the text can we find ... ?
- I understand ... , but I wonder about ...
- How does this idea connect to ... ?
- If \_\_\_\_\_ is true, then ... ?
- What would happen if ... ?
- Do you agree or disagree with his/her statement? Why?
- What is another way to look at it?
- How are \_\_\_\_\_ and \_\_\_\_\_ similar?
- Why is \_\_\_\_\_ important?
- How do you know that? Can you give an example?
- Is there another way to look at this?

### Expressing an Opinion

- I think/believe/predict/imagine that...
- In my opinion...
- It seems to me that...
- Not everyone will agree with me, but...

### Building on What Others Say

- I agree with what \_\_\_\_\_ said because ...
- You bring up an interesting point, and I also think ...
- That's an interesting idea. I wonder ...? I think ...  
Do you think ...?
- I thought about that also, and I'm wondering why ...?
- I hadn't thought of that before. You make me wonder if ...? Do you think ...?
- \_\_\_\_\_ said that ... I agree and also think ...
- Based on the ideas from \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, it seems like we all think that ..."
- That's an excellent point, and I would add...

### Soliciting a Response

- Do you agree?
- \_\_\_\_\_ (name), what do you think?
- Can someone else ask a question or offer an opinion?
- \_\_\_\_\_ (name), what did you understand from that answer?

### Disagreeing

- I don't really agree with you because...
- I see it another way. I think...
- My idea is slightly different from yours. I believe that... I think that...
- I have a different answer than you...

### Offering a Suggestion

- Maybe you/we could...
- Here's something you/we might try.
- What if you/we...?

### Classroom Reporting

- \_\_\_\_\_ explained to me that...
- \_\_\_\_\_ pointed out that...
- \_\_\_\_\_ mentioned that...
- \_\_\_\_\_ shared with me that...
- \_\_\_\_\_ brought to my attention that...
- \_\_\_\_\_ pointed out something (interesting, intriguing, surprising).

## LAKE CENTER SIGNED SOCIAL MEDIA AGREEMENT

-By signing below I acknowledge reading the Student Planner policies and procedures as well as the Lake Center Social Media Contract. I also understand that a student planner is required and if lost another one can be purchased for \$5.

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT NAME (PLEASE PRINT) \_\_\_\_\_ GRADE \_\_\_\_\_



## ONLINE SAFETY

### BE SMART! BE RESPECTFUL! BE SECURE!

The internet is a real-life place with real-life dangers. Be smart and take steps to keep yourself safe online.

#### Be Smart!

Everything you post online stays online forever! It can be copied, saved, and distributed by anyone. Think, before you post images or words you might regret!

#### Be Respectful!

When online, people sometimes forget that they are communicating with other people and not with their computer screen. They might say or do things online they would never say or do in person. These people are called cyberbullies.

Remember to treat others online as you would want to be treated. Don't say or do anything that you wouldn't say or do to someone face-to-face. Be kind, courteous, and respectful to others. Cyberbullying is serious and a crime in many states.

#### Be Secure!

The online world is not a game. It is real life. Keeping your personal and financial information safe is important. Here are a few tips on how to keep your information safe online:

- ✗ If it isn't required, don't fill it in.
- ✗ Keep your passwords and login information to email, social networking sites, and other accounts secret from even your best friend. Change your password(s) periodically.
- ✗ Pick a password that has numbers and letters, varied capitalization, and has more than seven characters.
- ✗ Make sure your connection is secure before logging in.
- ✗ Check the URL (www. Address) of the website you are logging into. Don't trust the appearance of the site itself.
- ✗ If you get an email about something important, research the email and make sure it isn't a scam. Don't use the email's links or download information from your email.
- ✗ Use up-to-date Antivirus software, and do regular scans for viruses.



### HAVE YOU OR SOMEONE YOU KNOW...

...ever had money stolen from them online? **Discuss**

...ever posted something or had something posted they would rather not have online? **Discuss**

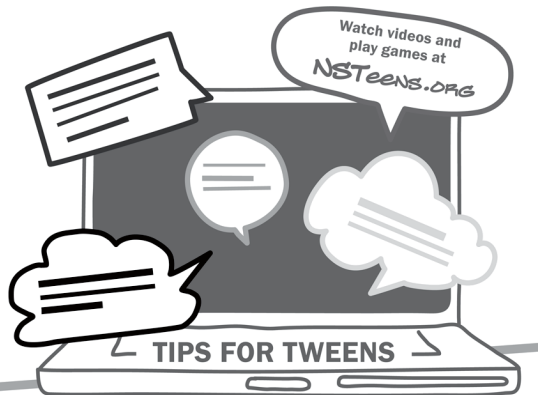
...ever accidentally or purposefully sent an email or text to someone and hurt their feelings? **Discuss**

Why is it important to be smart, safe, and respectful online? **Answer on a separate piece of paper.**

**NetSmartz® Workshop**

A PROGRAM OF THE  
NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN

# YOUR NETSMARTZ



## CYBERBULLYING

**Don't be mean.**

Gossiping doesn't make you cool.

**Ignore. Block. Tell.**

Ignore mean or threatening messages, block the sender, and tell a trusted adult who can help you report them.

**Speak up**

if your friends are cyberbullying someone.

## ONLINE PREDATORS

**Recognize the difference between cute and creepy.**

An older guy who wants to date someone much younger is just creepy.

**Don't just sit there – REPORT**

anyone who asks to meet you in person to the police and [www.cybertipline.com](http://www.cybertipline.com).

## SHARING TOO MUCH

**Avoid TMI.**

Don't post anything too personal or embarrassing.

**Protect your space.**

Use privacy settings and don't accept just anyone as a friend.

**Don't be that kid**

who gets suspended for posting something stupid online.

## TRUSTED ADULTS

**Talk to your parents or guardians**

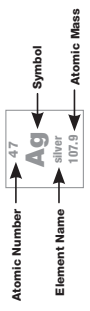
about what you're doing online. They're not as bad as you think.

# SCIENCE Periodic table of the elements

GROUP 1 IA ***	2 IIA	3 IIIB	4 IVB	5 VB	6 VIB	7 VIIB	8 VIIIB	9 VIIIB	10 VIII	11 IB	12 IIB	13 IIIA	14 IVA	15 VA	16 VIA	17 VIIA	18 VIIIA			
1 <b>H</b> hydrogen 1.008	2 <b>He</b> helium 4.003	3 <b>Li</b> lithium 6.941(2)	4 <b>Be</b> beryllium 9.012	5 <b>B</b> boron 10.81	6 <b>C</b> carbon 12.01	7 <b>N</b> nitrogen 14.01	8 <b>O</b> oxygen 16.00	9 <b>F</b> fluorine 19.00	10 <b>Ne</b> neon 20.18	11 <b>Na</b> sodium 22.99	12 <b>Mg</b> magnesium 24.31	13 <b>Al</b> aluminum 26.98	14 <b>Si</b> silicon 28.09	15 <b>P</b> phosphorus 30.97	16 <b>S</b> sulfur 32.07	17 <b>Cl</b> chlorine 35.45	18 <b>Ar</b> argon 39.95			
19 <b>K</b> potassium 39.10	20 <b>Ca</b> calcium 40.08	21 <b>Sc</b> scandium 44.96	22 <b>Ti</b> titanium 47.87	23 <b>V</b> vanadium 50.94	24 <b>Cr</b> chromium 52.00	25 <b>Mn</b> manganese 54.94	26 <b>Fe</b> iron 55.85	27 <b>Co</b> cobalt 58.93	28 <b>Ni</b> nickel 58.69	29 <b>Cu</b> copper 63.55	30 <b>Zn</b> zinc 65.38(2)	31 <b>Ga</b> gallium 69.72	32 <b>Ge</b> germanium 72.63	33 <b>As</b> arsenic 74.92	34 <b>Se</b> selenium 78.97	35 <b>Br</b> bromine 79.97	36 <b>Kr</b> krypton 83.80			
37 <b>Rb</b> rubidium 85.47	38 <b>Sr</b> strontium 87.62	39 <b>Y</b> yttrium 88.91	40 <b>Zr</b> zirconium 91.22	41 <b>Nb</b> niobium 92.91	42 <b>Mo</b> molybdenum 95.95	43 <b>Tc</b> technetium (98)	44 <b>Ru</b> ruthenium 101.1	45 <b>Rh</b> rhodium 102.9	46 <b>Pd</b> palladium 106.4	47 <b>Ag</b> silver 107.9	48 <b>Cd</b> cadmium 112.4	49 <b>In</b> indium 114.8	50 <b>Sn</b> tin 118.7	51 <b>Sb</b> antimony 121.8	52 <b>Te</b> tellurium 127.6	53 <b>I</b> iodine 126.9	54 <b>Xe</b> xenon 131.3			
55 <b>Cs</b> cesium 132.9	56 <b>Ba</b> barium 137.3	57-71 Lanthanoids	72 <b>Hf</b> hafnium 178.5	73 <b>Ta</b> tantalum 180.9	74 <b>W</b> tungsten 183.8	75 <b>Re</b> rhenium 186.2	76 <b>Os</b> osmium 192.2	77 <b>Ir</b> iridium 192.2	78 <b>Pt</b> platinum 195.1	79 <b>Au</b> gold 197.0	80 <b>Hg</b> mercury 200.6	81 <b>Tl</b> thallium 204.4	82 <b>Pb</b> lead 207.2	83 <b>Bi</b> bismuth 209.0	84 <b>Po</b> polonium (210)	85 <b>At</b> astatine (222)	86 <b>Rn</b> radon (222)			
87 <b>Fr</b> francium (223)	88 <b>Ra</b> radium (226)	89-103 Actinoids	104 <b>Rf</b> rutherfordium (267)	105 <b>Db</b> dubnium (268)	106 <b>Sg</b> seaborgium (271)	107 <b>Bh</b> bohrium (272)	108 <b>Hs</b> hassium (270)	109 <b>Mt</b> meitnerium (276)	110 <b>Ds</b> darmstadtium (281)	111 <b>Rg</b> roentgenium (280)	112 <b>Cn</b> copernicium (285)	113 <b>Nh</b> nihonium (284)	114 <b>Fl</b> flerovium (289)	115 <b>Mc</b> moscovium (288)	116 <b>Lv</b> livermorium (293)	117 <b>Ts</b> tennessine (294)	118 <b>Og</b> oganesson (294)			
71 <b>Lu</b> lutetium 174.9668	72 <b>Hf</b> hafnium 178.49	73 <b>Tm</b> thulium 168.9342	74 <b>Yb</b> ytterbium 173.054	75 <b>Lu</b> lutetium 174.9668	76 <b>Hf</b> hafnium 178.49	77 <b>Tm</b> thulium 168.9342	78 <b>Yb</b> ytterbium 173.054	79 <b>Lu</b> lutetium 174.9668	80 <b>Hf</b> hafnium 178.49	81 <b>Tm</b> thulium 168.9342	82 <b>Yb</b> ytterbium 173.054	83 <b>Lu</b> lutetium 174.9668	84 <b>Hf</b> hafnium 178.49	85 <b>Tm</b> thulium 168.9342	86 <b>Yb</b> ytterbium 173.054	87 <b>Lu</b> lutetium 174.9668	88 <b>Hf</b> hafnium 178.49	89 <b>Tm</b> thulium 168.9342	90 <b>Yb</b> ytterbium 173.054	91 <b>Lu</b> lutetium 174.9668

Group IA (excluding Hydrogen) comprises the alkali metals.  
 Group IIA comprises the alkaline-earth metals.  
 Group VIIIA comprises the noble gases.

Transition Metals



\* IUPAC conventional atomic weights; standard atomic weights for these elements are expressed in brackets; values are given for the most abundant stable isotope as determined by IUPAC. \*\* Numbering system widely used from the mid-20th century. ( ) indicates the mass number of the longest-lived isotopes.

Sources: The International Union of Pure and Applied Chemistry (IUPAC), Encyclopaedia Britannica, and others.

