

# La Paz Intermediate School

## 2023 — 2024



Respect...Responsibility...Readiness



Mrs. Tiffany Harville  
Principal

Mrs. Carmen Vega  
Assistant Principal

Mrs. Lisa McCormick  
Guidance Counselor

Mrs. Lisa Hubbell  
Guidance Counselor



**Golden Bell Winner (2020)**

**National School to Watch (2011, 2014, 2017, 2020)**

**Gold Ribbon School (2017)**

**Office Hours: Monday—Friday 7:30 a.m. - 4:00p.m.**

**School Hours: Monday 8:10 a.m. - 12:55 p.m.**

**School Hours: Tuesday - Friday 8:10 a.m. - 2:50 p.m.**



@La\_Paz\_Leopards

25151 Pradera Drive  
Mission Viejo, CA 92691  
Phone: (949) 830-1720 Fax: (949) 830-3320  
Attendance Line: (949) 830-1720 Prompt #1  
Say Something: (844) 572-9669



@La\_Paz\_Leopards

### Art credits

Outside Back Cover: Sophia Kim

Page 28: Levi Salas



# A MESSAGE FROM OUR PRINCIPAL

Welcome Leopard families to the 2023-2024 school year. I am honored to be the principal of La Paz Intermediate School. La Paz is an outstanding middle school and has been a National School to Watch since 2011, and has been recognized as a California Distinguished School and a National Blue Ribbon School for multiple years. What makes La Paz special is our hardworking students and staff that make up our community. Our staff is fully committed to our school mission of ensuring the academic success of all students within a caring and nurturing environment. Our parents and community partners contribute greatly to our positive school culture and it's our unified efforts that continue to help us sustain our path towards excellence.

The daily use of the La Paz planner is an important part of student success. All students should have their planners with them at all times. This planner will help students stay organized and prioritize their tutorial time. The planner is also a great tool for parents/guardians to monitor student progress, along with accessing grades weekly utilizing our family portal. Our planner provides families with an overview of school rules and is a great resource for accessing highlights of various school programs.

At La Paz, great emphasis is placed on building relationships and making connections, which is why we emphasize the importance of the trifecta. La Paz staff, students and families all working together to achieve the same goal, student success. Our planner includes a student-Parent-Staff School Compact that represents the mutual commitment of staff, students, and parents to work together to help all our students achieve their maximum potential. Parents/guardians and students: please read and sign the Compact together (pg.) Your signatures along with ours, represents our joint commitment to fulfill the La Paz mission.

Middle school is a challenging and exciting time for both parents and students. Our administration and staff are thrilled to be working together as we embrace these challenges and help all our students have a spectacular year. Please do not hesitate to contact me, we are in this together and I look forward to working closely with all families. I can be reached at (949) 830-1720.

*Tiffany Harville*  
Tiffany Harville

Principal



# TABLE OF CONTENTS

## ACADEMICS

Awards & Recognitions	p. 23	Sentence Starters	p. 33, 36
Curriculum	p. 22	Thinking Maps	p. 32
Honors	p. 23	Transition Phrases	p. 34-36
MLA Format Instructions	p. 29	Tutorial & priorities	p. 23
Note Taking Process	p. 30-31	Words of the Week list	p. 37
Physical Education	p. 22, 25		
Promotion	p. 23		

## ACTIVITIES

ABCOS Requirements	p. 26-27	School Site Council	p. 12
ASB	p. 27	Sports	p. 27
Campus Beautification	p. 27	STPO	p. 12
Daily Bulletin	p. 12	WEB	p. 27
Get Involved!	p. 26-27	Yearbook	p. 27
Support La Paz	p. 12		

## ATTENDANCE

Absences	p. 13	Independent Study	p. 13
Appointments & Pick Ups	p. 13	Tardies	p. 13
General Information	p. 11		

## BEHAVIOR & CONSEQUENCES

Academic Honesty	p. 16	Education Codes	p. 9
Bullying	p. 14, 20-21	Filming on Campus	p. 17
Cell Phones	p. 17	Gum Policy	p. 17
Chromebooks	p. 17	Major Offenses	p. 18
Classroom Behavior	p. 17	Pledge of Respect/School Compact	p. 20-21
Code of Conduct	p. 14	Public Displays of Affection	p. 17
Consequences	p. 18	Student ID	p. 17
Dress Code	p. 15-16	Student Planner	p. 17
		Technology, inappropriate use	p. 24-25
		Visiting Schools	p. 17

## CALENDARS & SCHEDULES

Bell Schedules	p. 5	District Calendar	p. 8
Class Schedule	p. 7	Rotation Calendar	p. 6

## GENERAL INFORMATION

Deliveries to Students	p. 11	Lunch Program	p. 11
Illness/Injury at School	p. 11	Medication	p. 11
Insurance	p. 11		

## SCHOOL INFORMATION

Leaving school	p. 11	Principal's Message	p. 2
Office Hours	p. 10	Staff Directory	p. 4, 27
PBIS	p. 24	Visitors	p. 11

## SCHOOL SAFETY

Communication/Daily Bulletin	p. 12	Say Something	p. 1, 14
Fire Drills	p. 12	Site Disaster Plan	p. 12

## STUDENT INFORMATION

Bikes & Skateboards	p. 26	Resources (AP, Counselor, Library)	p. 24
Lost & Found	p. 26	Supplies	p. 25
Physical Education Uniforms	p. 25	Technology	p. 24-25

## TRANSPORTATION

Arriving at School	p. 10	Drop Off & Pick Up	p. 10
Bus Transportation	p. 10	School Map	inside back cover
Carpooling	p. 10		

# LA PAZ INTERMEDIATE SCHOOL 2023 - 2024

**Tiffany Harville**, Principal  
Carmen Vega\*, Assistant Principal

## **Support Staff**

Lisa McCormick, Guidance Counselor  
Lisa Hubbell, Guidance Counselor  
Nina Benavidas, School Psychologist  
Lauren Whittaker, Speech and Language Pathologist

## **Instructional Staff**

Jennifer Arthur  
Maureen Aschoff  
Matt Bettino  
Tammy Black  
Lisa Brooks  
Aime Camey  
Imran Chaudhry  
Chivy Chia  
Matthew Cipolla  
Matthew Cowan

Olivia D'Acierno  
Kelley Farrington  
André Gagliardotto  
Jennifer Gibbs  
Shavaun Gonsior  
Deborah Hernandez  
Tricia Jorquiera\*  
Ian Keith  
Chris Luker  
Ron McAlister

Carole Nakatsuka  
Khai Tien Pham  
Rebekah Pogue Dan  
Robbins  
Erin Schimeneck  
Carol Shears  
J. Hall Smith  
Michelle Stafford  
Jonathan Van Tassell  
Kyle Wakayama  
Marie Whittaker

## **Classified Staff**

Sarah Bardowell	Health Aide	Student
Jordan Crenshaw	Service Tech	Bilingual
Martha Hernandez-Corns	Parent Advocate	
Sherry Higgins	Attendance Clerk	
Cynthia O'Reilly	AP Secretary	
Susie Simmons	Office Manager	

## **Custodial Staff**

Alex Garcia*	Plant Foreman
Reggie Rojas*	Night Custodian
James Galvan*	Night Custodian

## **Food Services**

Monica Aranda	Food Service Manager
Neda Asadi	Food Service
Iffat Chaudhry	Food Service



\*Hablamos español

# LA PAZ BELL SCHEDULES

## REGULAR BELL SCHEDULE

<u>TIME</u>	<u>SCHEDULE</u>	<u>MINUTES</u>
7:17-8:05	"0" Period	48
8:10-9:03	MOD 1	53
9:07-9:55	MOD 2	48
9:55-10:08	Snack	13
10:12-11:00	MOD 3	48
11:04-11:51	MOD 4	48
11:55-12:25	Tutorial	30
12:25-1:05	Lunch	40
1:10-1:58	MOD 5	48
2:02-2:50	MOD 6	48
2:50	Dismissal	

## MONDAY & EARLY OUT BELL SCHEDULE

<u>TIME</u>	<u>SCHEDULE</u>	<u>MINUTES</u>
7:25-8:05	"0" Period	40
8:10-9:00	MOD 1	50
9:04-9:44	MOD 2	40
9:48-10:28	MOD 3	40
10:28-10:43	Snack	15
10:47-11:27	MOD 4	40
11:31-12:11	MOD 5	40
12:15-12:55	MOD 6	40
12:55	Dismissal	

## FINALS & M/D BELL SCHEDULE

<u>TIME</u>	<u>SCHEDULE</u>	<u>MINUTES</u>
7:27-8:05	"0" Period	38
8:10-9:30	MOD 1	80
9:34-10:50	MOD 2	76
10:50-11:06	Snack	16
11:10-12:26	MOD 3	76
12:26	Dismissal	



**Insert Rotation Schedule Here**

## MY LA PAZ CLASS SCHEDULE

Leopards

### *First Trimester*

	<u>CLASS</u>	<u>ROOM</u>	<u>TEACHER</u>
0			
1			
2			
3			
4			
5			
6			

### *Second Trimester*

	<u>CLASS</u>	<u>ROOM</u>	<u>TEACHER</u>
0			
1			
2			
3			
4			
5			
6			

### *Third Trimester*

	<u>CLASS</u>	<u>ROOM</u>	<u>TEACHER</u>
0			
1			
2			
3			
4			
5			
6			





# School Board Non-Discrimination Statements

## Non-Discrimination Policy

*The District is committed to equal opportunity for all individuals in education. The district programs and activities shall be free from discrimination based on age, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. The District shall promote programs that ensure that these discriminatory practices are eliminated in all District activities. BP 5145.3*

## Married, Pregnant, Parenting Policy

*Married, pregnant and parenting students shall have the same educational and extracurricular opportunities as all students. An educational institution shall not exclude or deny any student from any educational program or activity including class or extracurricular activity solely on the basis of a student's pregnancy, childbirth, false pregnancy, termination or pregnancy or recovery therefrom. Expecting and parenting students retain the right to participate in any comprehensive school or educational alternative programs for which they would otherwise be eligible. BP 5146*

## School Activities Harassment Policy

*District programs and activities shall be free from harassment/bullying with respect to a student's actual or perceived sex, gender, or gender expression, ethnic group identification, race, national origin, religion, color, physical or mental disability, ancestry, age, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent of the school district. BP 5131.2, BP 5145.9*

## Other Translations Available

*If you need this information in a language other than English or Spanish, please contact Services for English Learners at (949) 580-3347.*



**SAFER DOESN'T  
MAKE IT SAFE.**

notsosafe.org

# WELCOME TO LA PAZ!

## Getting Started

Our goal at La Paz Intermediate School is to provide an OUTSTANDING education for you and to make your intermediate school experience the BEST! You will have opportunities to become involved in the many programs and activities offered here at La Paz. By reading the following pages you will find useful information to help you settle into intermediate school and make the most of your time here.

### OFFICE HOURS

The La Paz office is open from 7:30 a.m. until 4:00 p.m., Monday through Friday.

### ARRIVING TO SCHOOL

The campus is open to students at 7:40 a.m. Supervision is not available until 7:55 a.m, unless you have a zero period.

Students may walk, ride their bikes, take the bus, or be dropped off in front of school.

ALL students must cross the street **at crosswalks** and with the light. A crossing guard is present at the corners of La Paz & Mosquero and Pericia & Pradera Drive.

Students who ride their bicycles must wear the appropriate helmet required for street use and must follow the established rules listed on page 26.

### CARPOOLING

Dropping off and picking up students at La Paz has always been a difficult endeavor due to traffic congestion. **Please be patient and courteous by adhering to the following rules, guidelines, and suggestions. Please be a role model.**

Students may be dropped off/picked up in the green loading and unloading zone on Pradera; please do not park, load, or unload in the red zone. **Pull forward as far as possible.**

Students may also be dropped off/picked up in the designated area in the parking lot in front of the school, not in the red curb areas. **Please pull forward as far as possible before stopping.** Doing so speeds up the flow of traffic considerably.

*Please follow these traffic rules when picking up or dropping off (see back of handbook for visual):*

- Step 1: Make a right turn in from Pradera Drive. **No left turns from Pradera are permitted.\***
- Step 2: All traffic is one way. Both the left and right lanes are open to traffic.
- Step 3: **Pull forward along the front of the school, passing the MPR**
- Step 4: Double check that your child has all of his/her belongings. Please remind your child to watch for traffic as he/she leaves or enters your vehicle.

Step 5: Look for pedestrians and other cars as you merge into one lane.

Step 6: Follow the loop around the outside of the parking lot.

Step 7: Make a right turn onto Pradera Dr. **No left turns are permitted.\***

### DROP OFF AND PICK UP SUGGESTIONS

Parents can minimize wait time by dropping student's off between 7:40 a.m. and 7:50 a.m. During this window of time it usually takes only 1 to 2 minutes to complete the loop. When picking up a student, parents may want to consider arriving between 2:40 p.m. and 3:00 p.m. (Tuesday through Friday).

Please note that if you are planning on dropping off your child between 7:55 a.m. and 8:10 a.m., the traffic loop is highly congested. Expect delays of 10-20 minutes or even longer during the first two weeks of school. The same congestion occurs in the afternoon between 3:00 p.m. and 3:20 p.m.

Arrange alternate drop off and pick up points with your child. It is often easier and faster for your child to walk the remaining distance than to drive through the traffic loop.

\*Please note that all traffic laws are enforced by the Orange County Sheriff's Department. Please avoid problems by following the law and in particular **by talking to your child about jaywalking.** It is important to us that your child and all of our La Paz students are safe.

Please do not park or drop off on the uphill side of Pradera Drive as it is unsafe for children to cross the street at that location.

### BUS TRANSPORTATION

Even though bussing may be available to a school, not all students will receive bussing services due to limited seating and limited service areas. Therefore, a limited amount of bus passes will be issued. In order to make the process as fair as possible, the District uses a lottery process to determine who may purchase a pass. **This process is done over the Summer break.** Students will need to carry their bus pass at all times while riding the bus. The bus driver will ask to see it daily. Students riding the bus are expected to observe the proper safety procedures and school rules while being transported.

**Bus Citations:** Must be signed by the parent and returned to the Assistant Principal's secretary the next day.

**1st violation** - the rider and his/her parents or guardian will be contacted by the principal, or his/her designee, and a conference arranged.

**2nd violation** - the rider may be denied district transportation services for a period of 3 days.

**3rd violation** the rider may be denied district transportation services for a period of 2 weeks.

**4th violation** - the rider may be denied transportation services for the remainder of the school year.

## ONCE AT SCHOOL

### **La Paz is a closed campus.**

Once students are dropped off on campus, ***they must remain on campus through the end of the school day.*** Students are not allowed to be dropped off on campus and then leave campus for the local convenience stores or restaurants. If a student would like to pick up food or drink in the morning, please arrange for them to do so PRIOR to dropping them off at La Paz.

Students must always stay on campus unless they have received **WRITTEN** permission through the office to leave.

Students must be inside their classrooms and seated when the bell rings at 8:10 a.m.

## LEAVING SCHOOL

Parents must come into the office to sign out their child when the student must leave campus during school hours. **NOTE: Any adult signing a student out of school MUST be named on the emergency card and must present photo I.D.**

All students **MUST** leave campus immediately after the last bell rings.

**THERE IS NO SUPERVISION AVAILABLE  
AFTER 3:10 p.m. (on regular schedule days) AND  
1:10 p.m. ON MONDAY'S (Early-out Days)**

The exceptions are those who are involved in after-school sports, tutoring, or some other school-sponsored activity.

Buses leave from La Paz Road within seven (7) minutes after the dismissal bell. **BE ON TIME!**

**In addition, proper etiquette and behavior is expected in our local shops, parks and restaurants. Please help us reinforce our focus on Respect and proper behavior on students' way to school, at school, and on their way home from school.**

# General Information

## MEDICATION

If it is necessary for students to take medication during the school day, **it must be brought to the Health Office by the parent or guardian and registered with our Health Aide or School Nurse.** Please make note of the following guidelines for taking medication at school:

- All medications, prescription drugs, or over-the-counter drugs must be brought to the office with an OCDE form signed by the parent **and student's physician.**
- Original container and specific directions must be kept with the office staff.
- Forms for dispensing medication at school are available from the Health Office or on the SVUSD website under the Health Services page.

A student should **NEVER** carry, share, or take **ANY** medication except in the Health Office and when given by the office staff (per written directions). Even if a student needs to self-carry an inhaler or EpiPen, documentation **must** be turned in to the health office. As these Medications are controlled substances, they are regulated by the California Education Code and failure to follow these rules could result in disciplinary measures.

## ILLNESS OR INJURY AT SCHOOL

If a student feels ill or is injured at school, he/she is to request permission from the teacher to report to the health office. If a passing period, student must **FIRST** report to class and obtain a pass from the classroom teacher. If the student is too ill to remain at school, **we will call the parent or guardian** to come for the student. **UNDER NO CIRCUMSTANCES** is the student to call his/her parents to come for him/her and leave the premises without the school's knowledge. We care deeply about your student and their safety. **To ensure your child's safety, please notify the office immediately of any change of address or phone numbers.**

## VISITORS WELCOME

Although parents and other adults are welcome to visit us here at La Paz Intermediate School, for safety and instructional reasons all visits must be prearranged with a teacher and office staff must be notified in advance. Be prepared with ID for campus access. Former students and non La Paz students are not allowed on campus during school hours. La Paz is a closed campus.

## DELIVERIES TO STUDENTS

Now and then everyone forgets something and we will do our best to help. Students, please help us out by being independent young learners: remember to bring your homework, PE clothes, lunch, projects, etc. to school.

In order to minimize classroom disruptions, students will be called on the PA system during snack, lunch and at the end of the day for personal items delivered to school. **Classes will not be interrupted to deliver personal items.**

## LUNCH PROGRAM

A free or reduced lunch is available for students who qualify. Information is available online on the SVUSD website under Food Services.

## INSURANCE

Student accident insurance is available through Myers-Stevens & Toohey Company (for voluntary purchase). Forms are available in the school office.

# Parent Support!

## S.T.P.O.

The La Paz Student Teacher Parent Organization (STPO) is a very active support group on campus. STPO has its annual membership drive in September and elections for officers in May. STPO serves the school in a variety of ways, from sponsorship of school activities to representing La Paz on school and district committees. For more information on how you can become involved, contact our STPO President on the La Paz website or <https://lapazstpo.membershiptoolkit.com/>.

## SCHOOL SITE COUNCIL (SSC)

The La Paz School Site Council (SSC) is a secondary level council consisting of the principal, teachers, other school personnel, along with parents and students. The SSC meets 3 to 4 times during the year and is responsible for:

- Reaffirming or revising school goals, expenditures and the improvement of strategies.
- Recommending the approved single plan for student achievement (SPSA) to the governing board and monitor the plan.

## SUPPORT LA PAZ - RALPHS

Contribute to La Paz with your everyday purchases by signing up for the **Ralphs Community Contribution Program**. All proceeds go directly to the La Paz Gift Account and are available to keep La Paz on the cutting edge of technology and support other programs for our students. Parents will need to log in to their Ralphs account to sign up. Flyers with instructions are available on our website or in the office.

## DAILY BULLETIN — SCHOOL MESSENGER

The La Paz Daily Bulletin is sent out via School Messenger on a daily basis to parents and students to keep them informed and up to date on important news and events. Parents are automatically added to the La Paz Daily Bulletin when they submit their email addresses during the data confirmation process.

The School Messenger is also utilized in order to email or text parents/guardians in case of a school emergency—for this reason, it is **very important** that the school have your updated contact information. School Messenger is also used to send audio messages from our school principal regarding important school news or upcoming events, and daily attendance reports, as necessary.

Additional information regarding the La Paz Calendar and other activities, clubs and/or events is available on the La Paz Website: [www.svusd.org/schools/intermediate/la-paz](http://www.svusd.org/schools/intermediate/la-paz).

# School Safety

## FIRE & EMERGENCY DRILLS

We schedule emergency drills at different times during the school day to practice safe evacuation procedures. We expect all students to participate in these drills. We expect students to be serious and attentive during all emergency drills that may be scheduled. Students must leave the room quietly, quickly, and listen carefully to the instructions of the teacher. Returning to class is just as important, and students are to remain quiet and file back into the classroom in an orderly manner. Parents please note that our parking lot is closed and we will be unable to accommodate early dismissals or pick ups during our drills.

## SITE DISASTER OPERATIONS PLAN

Much work has gone into developing a plan for our school, our students, and staff in the event of a disaster while we are at school. Classrooms are equipped with emergency first aid bags to help during a disaster. We will hold full site disaster drills and lock down drills periodically throughout the school year.

In the event of an actual disaster such as fire, earthquake, etc., teachers and school administration will put the child's safety first, evacuate the buildings when safe, and hold the students in an open area until all students are accounted for and can be released. The pick up location will be our lower field.

24 Hour ATTENDANCE  
LINE:  
949-830-1720 prompt #1

# ATTENDANCE

24 Hour ATTENDANCE  
EMAIL:  
[LaPazAttendance@svusd.org](mailto:LaPazAttendance@svusd.org)

## IF YOU MISS SCHOOL, YOU MISS OUT!

We all know that attendance affects a student's success at school. It is essential that students attend school regularly and are on time to every class. **EVERY absence, regardless of the reason,** results in a financial loss to our school district and impacts our ability to offer a high quality instructional program. Please make every effort to schedule appointments and vacations outside the school day.

Being at school is important. When students are not at school they miss valuable instruction time. However, we all recognize that there may be times when it is not possible to attend due to illness or other family emergencies. **Students should always contact each teacher regarding missed assignments, test, and/or homework.**

Email addresses for all teachers are available on our school website [www.svusd.org/schools/intermediate/la-paz](http://www.svusd.org/schools/intermediate/la-paz).

## ABSENCES

There are two types of absences:

Excused: Illness, medical or dental appointments, death in the immediate family, quarantine or immunization exclusion.

Unexcused: Vacation trips, sports/club events, shopping, working, transportation breakdown, family celebrations, missing the bus, truancy, suspension, or needed at home.

*Please note that both **excused** and **unexcused** absences result in a financial loss to La Paz.*

### **General attendance guidelines:**

**Parents or guardians are asked to call the 24-hour Absence Line (949) 830-1720 prompt #1 or email the attendance clerk (LaPazAttendance@svusd.org) as soon as possible to report the student absence.** This will eliminate the need for a note and a read-mit slip to class.

If a parent does not call the attendance office, the student must return to school with a written note signed by the parent or guardian stating: the student's name, date of absence, and reason for the absence from school.

If a student returns without a signed note and no phone contact has been made by the parent, the student will be given an unexcused readmit. The student will receive a truancy if a parent/guardian has not called to clear the absence.

When a student is absent, even for a legitimate reason, it is THE STUDENT'S responsibility to check with their teachers to make up any missed work.

If a student knows they are going to miss class or are absent for three days or more, the parent or student should contact the teachers directly via email to obtain homework.

## INDEPENDENT STUDY

Being at school each and every day is essential to the long term academic success of students. We do realize that now and then there are extenuating circumstances that require a student to miss school for an extended period of time. We implore you to use your utmost discretion when it comes to having your child miss school. If your child is to miss **five or more days** of school because of family vacation or other business, you will need to contact the attendance office **two weeks prior to the trip**. Please contact the school's attendance clerk to place the student on the Independent Study Contract so the student's academic program is not interrupted. Please call the office at (949)830-1720 or email the attendance clerk.



## TARDIES

**If students are late to school**, a note of verification from the parent or guardian must be given, or the parent can come up to the attendance window with the student to clear the tardy.

**If students are late to any class**, it not only affects their success in that class, but also the success of others who must wait until the student gets settled into the class before learning can continue.

**Unexcused tardies will result in school disciplinary procedures.**

### **Tardy Policy:**

La Paz Leopards are on time to class by being inside the door before the tardy bell rings.

**1st Tardy** - teacher gives warning

**2nd Tardy** - teacher notifies student & contacts parent by call or email

**3rd Tardy** - teacher notifies student, lunch detention is assigned and contacts parents

**4th Tardy** - teacher refers student to administration

**6th Tardy** - letter sent home to parent with a tardy contract to be signed by student.

Tardies after the 4th are considered habitual tardies. The student may be placed on a tardy contract, assigned after-school detention, and/or assigned Saturday School.

**NOTE:** *If a student is tardy to first mod of the day, he/she must be cleared through the attendance office. A STUDENT WILL NOT BE ADMITTED TO CLASS WITHOUT A SIGNED READMIT SLIP!*

Tardies of thirty minutes or more are considered tardy truanies, and will be referred to the District School Attendance Review Board (S.A.R.B.)

## APPOINTMENTS AND PICKING UP STUDENTS DURING SCHOOL HOURS

We encourage parents to schedule all appointments outside the school day. Our Early Out Mondays are great days for planning appointments. **If a student must leave school for any reason, a note advising the office as to the time and nature of the dismissal is required. This note should be brought to the attendance office before school.** The student will receive an "Early Dismissal Slip." This slip is shown to the classroom teacher at the time of dismissal and the student will report to the attendance office. The parent or guardian of the student must come into the office to sign out the student for early dismissal. Following this procedure minimizes the time a parent has to wait for a student to be called out of class. **Please note that we are unable to release a student during tutorial (11:56 a.m. to 12:26 p.m.) unless prior arrangements have been made.**

During school hours, it is always necessary for a parent or guardian to come to the office and sign the student out, even if a note has been sent. This procedure protects the student from leaving the campus with anyone other than the parent or guardian. Students will not be allowed to walk home to meet a parent for an appointment or walk to their scheduled appointment from school unless it is stated in the note. **Students will only be released to those people listed as emergency contacts.**

# BEHAVIOR & CONSEQUENCES

At La Paz we believe that every student should enjoy being a member of our Leopard family. Every one of us should feel safe, secure, and accepted regardless of age, grade level, color, race, gender, gender identity, sexual orientation, popularity, athletic ability, intelligence, religion, and/or nationality.

Students, staff, and parents are working together by taking a proactive approach to ensure that all students are comfortable being at school. We intend to eliminate bullying in all its forms.

## BULLYING

At La Paz bullying of any kind is prohibited whether on campus, to or from school, or at any school-sponsored activity. Bullying, including electronic and cyberbullying, is different from other conflicts students may encounter in intermediate school because it is done on purpose, often with physical or verbal threats, and usually without prior conflict.

Bullying can surface in many different ways. All of the following are considered bullying:

### PHYSICAL AGGRESSION

- Pushing/Shoving • Hitting • Threatening

### SOCIAL ALIENATION

- Embarrassing • Spreading rumors
- Ethnic slurs • Excluding from group

### VERBAL AGGRESSION

- Mocking • Dirty looks • Teasing • Intimidating

### INTIMIDATION

- Threatening to reveal personal information
- Playing a dirty trick • Taking possessions

### RACIAL & ETHNIC HARASSMENT

- Joke telling with racial/ethnic targets
- Racial or ethnic slurs • Verbal accusations, putdowns

### SEXUAL HARASSMENT

- Sexual or dirty jokes • howling, cat calls, whistles
  - Spreading sexual rumors
- Inappropriate physical contact or touching
- Derogatory remarks regarding gender, gender identity, or sexual orientation.

All of the above include posting pictures or videos of others, or inappropriate comments or language on all forms of social media.

Bullying is a very serious offense and will be dealt with severely. Depending upon the severity and impact of the incident, suspension may be assigned. If a student is a victim of bullying on campus, they should come into the office to fill out a student statement for Mrs. Vega. They can also text-a-tip. BP 5131.2/AR 5131.2

## RIGHTS AND RESPONSIBILITIES

As a student at La Paz, you have the right and the responsibility to:

- Feel safe while at school or while attending school-related functions
- Feel comfortable at school and during activities
- Respect the personal space and property of other students and staff at La Paz
- Be the “Eyes and Ears” of La Paz.

If you have any concerns about unsafe or uncomfortable conditions, you should do one or more of the following:

- Tell any staff member or adult on campus.
- Make an appointment with the counselor or an administrator.
- Text-a-tip! *See below.*

## WHEN YOU REPORT YOUR CONCERNS EARLY, YOU HELP KEEP OUR SCHOOL SAFE.

## SAY SOMETHING

### 3 Ways to Submit a Tip

1. By phone at (844) 572-9669 or (844) 5-saynow
2. By the app
3. Website <https://www.sandyhookpromise.org-say-something-tips/>

# School Rules

## CODE OF CONDUCT

Individuals are responsible for their own successes or failures, making choices day by day and hour by hour. A person develops positive self-esteem by making appropriate choices and accepting responsibility for poor ones. Guidelines at La Paz are simple and specific with clearly defined consequences.

### La Paz students are expected to:

- Treat all adults and students with respect.
- Be on time to classes.
- Be prepared with appropriate books, materials, and assignments.
- Be respectful of the rights and belongings of others.
- Be responsible for cleaning-up their own space at snack, at lunch, and in the classroom.
- Remember safety first and to not run on campus, especially in the quad.
- Use healthy habits, including no spitting, or chewing gum, and use appropriate language.
- Refrain from public displays of affection.
- Leave all items that don't support learning at home.

A violation of the Code of Conduct is handled through a classroom Compacts and/or conduct referrals to the office.



## Dress Code

BELIEVE IT OR NOT, the way a student dresses truly does affect his/her academic performance, behavior, and overall safety. We want all of our students to feel safe and comfortable and to be successful in an environment that is conducive to learning.

In accordance with S.V.U.S.D. Board Policy (BP/AR 5132, BP 5136, EC 35183 & 32282), La Paz Intermediate has determined the following clothing standards shall be enforced, while on campus or at a school sponsored event..

### Hats, Hoods & Sunglasses

Hats, beanies, hoods, and sunglasses are to be worn only for protection from the elements (sun, cold, etc.) They are NOT to be worn **inside any building at any time.**

- Outdoors, hoods may only be up during extremely cold and/or rainy weather.

- Outdoors; hats must be worn forward (not backwards or tilted off to one side).

- Hairnets are not permitted anywhere on campus.

Appropriate bandanas are permitted only if they are being used to hold back long hair or on school spirit days.

- Backless tops and clothing that is revealing or that exposes undergarments is not permitted. See-through tops with bandeau underneath, strapless/off the shoulder tops, tube tops, and transparent clothing is not permitted.

Students who repeatedly disregard these requirements will have their hat or other hair accessory taken by a staff member. The item will be retrieved at the end of the day. Continued violations may result in additional consequences & interventions.

### Outer Clothing

Outer clothing, such as shirts, sweatshirts and jackets, must be appropriate to the learning environment.

- No holes allowed in clothing that display undergarments, or those above the length for appropriate shorts are permitted.
- No skin in the midriff area may be exposed at any time. No skin from the waist to the armpit is permitted to be visible. Shirts must be worn at all times.
- Shorts or skirts must cover the student's entire bottom. Shorts or skirts that expose undergarments due to being torn, ripped, or frayed are not permitted.
- No one should feel offended by what you are wearing to school. Please note that writing on hands, other body parts, and clothing (i.e. with a marker, pen, etc.) is not acceptable.
- Sleepwear that violates dress code policy and blankets are not permitted on campus/or in the classroom.
- Shoes must have a hard sole and be worn at all times.
- Writing and pictures on shirts are fine, but they must be appropriate. Please check that phrases and/or pictures do not depict or imply anything that may be offensive, violent (i.e. guns, knives, grenades, etc.), sexual in content, or promote activities that are not legal for students at this age.
- 

### Outer Clothing Continued

- Garments should not be used to conceal electronic devices such as: wireless or wired earbuds, cell phones, smart watches, etc.
- P.E. clothes may be worn during P.E. classes ONLY. **P.E. Clothes are not to be rolled up or altered in length.**

### Shoes

- Shoes must be worn at all times.
- For safety, shoes should not have heels over 1.5 inches.
- Bedroom slippers are not allowed.
- Shoes should be both comfortable and safe.

### Students

What you wear must reflect the professionalism that is appropriate to your job. Your job is your education at La Paz and your pay is the grade you receive for all your hard work in each class you attend. Our expectation is that you dress as you would for any job that you hold. We have implemented the following guidelines as you prepare for your job as a student.

- Shirts, tops, and blouses must be long enough to cover the midriff area. If the stomach shows when you raise both hands over your head, then it is a violation of the dress code. In other words, **NO BARE STOMACHS.**
- No strapless, spaghetti straps, straps less than 1", off-the-shoulder or halter tops are allowed. **Bra straps must not be visible.** To avoid dress code infractions, shirts must completely cover the student's back.
- No see-through or backless tops/dresses should be worn. Plunging necklines are not appropriate at any time on campus.
- Tank tops must not be form-fitting nor reveal any part of the torso or undergarments.
- Pants should not hang far below the waistline, and the bottoms of your pants should not drag on the ground. Your pants and shorts must stay up without a belt, no **undergarments** may be visible. If a belt is worn, it must go through each belt loop, as hanging belts are not allowed.
- Shorts, skorts, skirts and dresses must be an appropriate length. In general, shorts should be longer than arm's length when arms are at student's side and in a fist, and skirts should be longer than student's fingertips when arms are at the student's side. **Note this includes P.E. shorts.**
- Make-up and jewelry should be appropriate to the **school** environment. Make-up should be applied at home, **never** in the classroom.

- Form-fitting leggings and yoga pants are allowed but if they are see-through or too tight, they need to be covered by another garment. (see guidelines for skirts and shorts above).
- No wallet chains, spiked metal jewelry, dangerous objects or accessories are allowed.
- Any combination of apparel deemed gang-related as concluded by law enforcement agencies is not permitted.

Remember to be courteous to your classmates, you will be getting up and down from your seat, desk, etc. You want to be comfortable and not worrying that you are revealing anything during your normal activities.

We realize that many students like to wear clothing that has funny sayings or other writing on it. Please be careful about the messages found in the wording. Clothing and accessories may not promote, encourage, or suggest any of the following:

- |                      |                       |
|----------------------|-----------------------|
| • Alcohol/Drugs      | • Racism              |
| • Drug Paraphernalia | • Tobacco             |
| • Gangs              | • Violence            |
| • Graffiti           | • Sex                 |
| • Profanity          | • Sexual Connotations |

No one should feel offended by what you are wearing to school. Please note that writing on hands, other body parts, and clothing (i.e. with a marker, pen, etc.) is not acceptable.

### ***Fashion***

At La Paz, we want our students to wear clothing that is comfortable, clean and appropriate. Although pajamas and slippers are comfortable when at home, they are not appropriate for school. Our goal is to promote a positive school climate that supersedes one's personal choice, and cultivates the learning environment for the entire campus. **As it is not possible to anticipate every trend or style, unacceptable items not specifically addressed in the La Paz dress code will be dealt with on an individual basis by the La Paz Administration.**

*Please think about the clothing you wear and the message it sends.*

### ***Dress Code Violations***

If you violate the La Paz Dress Code Policy, there will be progressive consequences such as:

- 1st Offense:** Warning, loaners given and parent contact. Clothing returned to student.\*  
**2nd Offense:** Loaners, parent contact with clothing returned to parent.\*  
**3rd Offense:** Loaners, lunch detention, parent contact with clothing returned to parent.\*  
 Dress code contract issued.  
**4th Offense or more:** Loaners to be given, parent contacted and progressive disciplinary action to be taken.

\*Clothing is returned once loaners are washed and returned to the office.

## **ACADEMIC HONESTY ("AH") (DISTRICT POLICY)**

Students are expected to complete their own work, unless otherwise instructed by the teacher. Students of the Saddleback Valley Unified School District are subject to the District Academic Honesty Policy which deals with students who cheat on tests or plagiarize assignments. All tests, quizzes, reports, homework or other assignments and school related tests (i.e. CAHSEE and STAR) are subject to this

### ***1st Academic Honesty Offense***

- Automatic zero on the assignment/test OR teacher assigned alternative assignment/test per teacher discretion.
- Teacher contacts parent with details of offense and explains consequences and Academic Honesty Contract ("AHC").
- Referral placed in student discipline file.
- Trimester citizenship grade will be lowered in the class where the violation occurred.
- Student will be placed on probation for remainder of trimester plus the entire next trimester.
- Notification of student's probationary status is communicated to student's teachers.
- Student signs an AHC copy goes home for parent signature, teachers are notified, and copy is placed in student's discipline file.
- If the AH violation occurs in a student aide class, the student may be transferred to another elective.

### ***2nd Academic Honesty Offense***

Either in same class as 1st offense or 2nd time the student violated the policy while on probation:

- Trimester academic grade in class where the second offense occurred will be lowered by one grade level.
- Student may be assigned "U" in citizenship and work habits in the class for the trimester in which the second offense occurred.
- Referral is placed in student discipline file and teachers are notified.
- Parent Conference.
- Student removed from any and all elected or appointed leadership positions for the remainder of the school year.
- If AH violation occurs in a student aide class, the student will be transferred from the aide class. Student will be placed in I/C (Intervention Class).

### ***3rd Academic Honesty Offense***

The third offense by the student during the period of probation:

- Student is transferred from class with a grade of "F".
- Referral placed in student discipline file.
- Parent conference



## CELL PHONES/HEADPHONES

- Bell to bell, no cell
- Powered Off and Out of Sight
- Cell phones should not cause a distraction to your learning.
- Airpods/earbuds are put away unless being used with teacher permission during class.

Cell phones, headphones, and personal electronic items are not to be used, turned on, or be visible during the school day. Cell phones and headphones may only be used for educational purposes with the express permission from the teacher or staff. **This includes in class, during passing periods, and snack/lunch.** The office telephones are available for contacting parents. **If you need to contact your child, please call the school office at (949) 830-1720.** Students wishing to contact a parent need to come to the school office to make the call. **If cell phones and wireless or wired headphones are used, turned on, or visible during the school day (this also includes text messaging), the cell phone and headphones will be confiscated and a parent may be required to pick up the phone, even for a first offense.**

**For all offenses, phone and headphones will be confiscated and may be required to be picked up by a parent.**  
**BP 5131.8**

## CHROME BOOKS

Chrome books need to come to school charged everyday. They must also be maintained and kept clean.

## STUDENT ID'S

Students need to have their ID on them at all times. Bring your ID each day as it is used on campus for PBIS points, borrowing supplies, field trips, lunch lines, library book check out, dances and more.

## TAKING PICTURES OR FILMING ON CAMPUS WITHOUT AUTHORIZATION

It is the District's position that camera phones and devices with recording functions pose a threat to the privacy rights of individuals, exploitation of personal information, and compromise the integrity of educational programs. Accordingly, the use of camera or recording functions or electronic devices without authorization is prohibited at all times on school campuses during the school day. BP/AR 1250 Penal Code Section 632. This is even more important with regards to being on the phone while in the PE locker rooms.

**Any student who videotapes a fight** may receive consequences up to and including possible suspension for assisting in the creation of a hostile educational environment, or physical injury of another individual.

## PUBLIC DISPLAY OF AFFECTION

La Paz believes that students should not be involved in excessive physical contact at school (hugging, sitting on laps, kissing, etc.). Inappropriate behavior will result in disciplinary action. Parents will be contacted and consequences may include lunch detention, and/or Saturday School.

## LET'S TALK GUM

Gum of any kind is not allowed on the La Paz campus. It poses many problems and issues that make it undesirable on a school campus:

It is unsightly and unhealthy when found on the sidewalks and walls around school.

No one wants to step in gum on the sidewalks, touch it underneath a desk or table, or have it stuck in his/her hair.

Students who are caught chewing gum on campus receive progressive consequences.

**1st-Teacher** gives warning, removes gum

**2nd-Teacher** removes gum, contacts parent

**3rd-Teacher** removes gum, notifies parent, assigns lunch detention and contacts parent

**4th-Teacher** refers student to administration

## VISITING OTHER SCHOOLS

Students represent La Paz Intermediate even when they are not on our campus. Students should always follow appropriate rules, even when not on the La Paz campus. Students should refrain from visiting other school campuses during school hours, even if La Paz has a minimum day: visiting other schools will interrupt their classes and lead to disciplinary consequences.

## CLASSROOM BEHAVIOR

Teachers discuss acceptable standards of behavior with their students and may employ their own consequences for inappropriate classroom behavior. The typical progression of Classroom Discipline using our Educlimber Reports

**1st IR:** Teacher completes after warning, teacher intervention, and parent contact

**2nd IR:** Teacher completes an Immediate Office

**3rd IR:** Continued

Consequences will be assigned based on severity and prior incidents.

BP 5131

## MAJOR OFFENSES

- Bullying/Harassment of students
- Hitting, pushing, or physical abuse
- Throwing objects, endangering people or property.
- Name-calling, racial and/or religious slurs
- Disrespectful/abusive language/gestures
- Disruptive behavior
- Acts of vandalism
- Truancy/Repeated tardiness
- Possession of tobacco, controlled substances, related paraphernalia or under the influence of same.
- Possession of smoking devices (i.e. e-cigs, vapes, jules etc.)
- Possession or receipt of stolen property
- Spitting

Consequences for committing a major offense may include student being assigned to assist with Campus Clean Up, detention, Saturday School, Intervention Classroom (I/C), Alternative to Suspension (ATS), home suspension, etc. Our goal is to teach students to make positive choices about their actions and to be responsible for finding acceptable alternatives. BP 5144, 5144.1, 5144.2

# Rules Were Made To Follow

We expect our students to make responsible choices at school and in locations that reflect upon La Paz. As professional educators, we understand that a student's behavior in school affects not only his or her learning, but the learning of others as well. The goal of the La Paz staff and the **Positive Behavior Intervention Support** team is to make our expectations very clear. We consistently show students what positive reactions occur when rules are followed, and what consequences can be expected when rules are broken. Students are reminded in each class of the goals La Paz teachers set for each student which are **Respect, Responsibility, and Readiness**. We also realize that students do make mistakes and need to learn from these mistakes.

Consequences for poor choices (or misbehavior) are assigned based upon the nature and seriousness of the action as well as the number of prior incidences involving the student. No matter what the consequence, the student is still valued.



## **Consequences include:**

*Incident Reports:* Teacher's complete an incident report when students need additional support following the 3 R's.

*Class Suspension:* A teacher may suspend a student from class for up to two class periods.

*Lunch detention/Reflection:* A teacher may assign lunch detention as a consequence for inappropriate behavior in the classroom or school campus, or for repeated violations of school rules. Lunch detention lasts for the duration of lunch time (40 minutes). Students should report immediately to the assigned detention classroom once the lunch bell rings; arrangements for lunch will be made after the student has checked in.

*After-School Detention:* Administration may assign after-school detention as a consequence for inappropriate behavior in the classroom or school campus, or for repeated violations of school rules. After-School detention is held in the library from 3:00-4:00pm. Parents are notified by mail, email or phone when a student is assigned to After-School Detention.

*Campus Clean Up:* We take great pride in having a clean and beautiful campus for our students, teachers and families, but this does not happen by itself.

*Saturday School:* A 4.25 hour Saturday School assignment may be assigned for students who have behavior challenges and/or habitual tardies or who are truant from school. Saturday School is from 8:00am-12:15pm. Saturday School is held in the library and a snack will be provided. As much as possible, parents are notified by mail, email, or by phone when a student is assigned Saturday School.

### **Saturday School Rules**

1. Students must bring school work, books, and study materials.
2. All school rules and district policies are in effect. Students are expected to obey the requests of Saturday School teacher(s).
3. A snack will be provided for students.
4. If a student is tardy to Saturday School, the student will not be permitted to attend.

### *Home Suspension or Alternative to Suspension (ATS):*

Sometimes a student's offense requires that he/she be sent home for the remainder of the day, or suspended from school for a day or more. It is important to remember that when a student is suspended, it is a result of the action of the student.

Any suspension will cancel participation in any/all after school events on that day and every day of the suspension (if more than one day).

When a student is suspended, administration will contact the teachers and make sure work is available through the student portal. If the student is suspended for 1-2 days, it is the responsibility of the student to contact his/her teachers through their student portals and obtain work for each class.

In some instances, an administrator may refer the student to ATS. Successful completion will not show suspension on the students record, however the behavioral violation will remain on record.

# Thinking Clearly- Acting Responsibly

Make good choices for yourself  
and for others:  
promote mutual respect!

Take the La Paz Pledge of Respect  
(pages 20-21)

Sometimes we find ourselves in a place with our friends or acquaintances that makes us feel uncomfortable. Many times we feel this way because we do not agree with what the others are doing, but we don't know how to get out of the situation and still be "cool." Being cool comes from within; it is really the way you feel about yourself, and no one can make you feel different.

*So...what can you do when you find yourself faced with this type of decision when your "friends" are bullying someone else?*

The chart below will provide choices for you depending on the level of risk you are willing to take to eliminate bullying or harassing behavior when you see it.

WHAT TO DO → LEVEL OF RISK ↓	DON'T JOIN IN	GET ADULT HELP	MOBILIZE YOUR PEER GROUP	TAKE A STAND	BEFRIEND THE VICTIM
<b>1</b>	Stay but do <b>not</b> participate	Get help anonymously	Identify a peer leader; offer to join together to stand up to the bully	Go over to the victim; lead him/her away from the situation	Privately sympathize with the victim by saying, "That was mean."
<b>2</b>	Walk away	Get a helpful adult	Identify others; get them to stand with you	Say, "leave him/her alone."	Invite the victim to join you
<b>3</b>	Declare your non-participation	Announce loudly your intention to get adult help and <b>Do It</b> .	BE a leader; ask others to stand up for what is right.	Say, "We don't treat people like that here."	Stand with the victim and publicly announce the "unfair" acts of the bully.



**E-CIGARETTES DON'T HAVE  
TOBACCO. GUESS WHAT  
THEY DO HAVE.**

**NOTSOSAFE.ORG**

# Pledge of Respect & School Compact

Our school philosophy is that students, families, and school staff should work in partnership to help each student reach their potential.

As students, faculty, and parents of La Paz Intermediate School, it is important that we join together to promote mutual respect and academic success at our school.

The following traits are expected in every staff member, student, and parent for the coming school year.

**Respect:** Treating others the way I would like to be treated. Being considerate and honoring the feelings, opinions, and property of others.

**Responsibility:** Being accountable for my own actions, choices, and consequences.

**Readiness:** Having materials necessary for success, each and every school day.

**Integrity:** Being honest, accountable, and exhibiting good citizenship.

## As a student:

I agree to:

- Value student differences and treat others with respect.
- Not be a bully or become involved in bullying incidents.
- Be aware of the school's policies and support system with regard to bullying.
- Honestly and immediately report all incidents of bullying to a staff member.
- Support students who have been or are subjected to bullying.
- Talk to teachers and parents about concerns and issues regarding bullying.
- Work with other students and staff to help the school deal with bullying effectively.
- Be a good role model for younger students and support them if bullying occurs.
- Acknowledge that **IF** I don't report or stop bullying, I am just as guilty as if I am being a bully or see someone being bullied.

I will:

- Believe that I can learn and will learn.
- Read for at least 20 minutes, five days a week.
- Come to class on time with necessary supplies to learn and with assignments completed.
- Respect class time and the rights of others to learn.
- Set aside time every day to complete my homework.
- Know and follow the school and class rules.
- Follow the school's dress code.
- Regularly talk to my parents and my teachers about my progress in school.
- Respect my school, classmates, staff, and family.
- Ask for help when I need it.
- If supplies are needed, let an adult know. We are happy to provide them.

SIGN HERE

**Student Signature:** \_\_\_\_\_

## As a parent/guardian/family member:

I agree to:

- Keep myself and my child informed and aware of school bullying policies.
- Work in partnership with the school to encourage positive behavior by valuing differences and promoting sensitivity to others.
- Discuss regularly with my child my feelings about schoolwork, friendships, and relationships.
- Inform school staff of changes in my child's behavior or circumstances at home that may change my child's behavior at school.
- Alert school staff if I become aware that any bullying has occurred.

I will:

- Talk to my child regularly about the value of education.
- Communicate with the school when I have a concern.
- Monitor TV viewing, electronic device use, and make sure that my child reads every day.
- Make sure that my child attends school every day, on time, and with homework completed.
- Support the school's discipline and dress code.
- Monitor my child's progress in school by checking grades online (Parent Portal) and the teacher websites.
- Make every effort to attend school events, such as Back to School Night and Showcase Night.
- Ensure that my child gets adequate sleep, regular medical attention, and proper nutrition.
- Participate in school, home, and community-sponsored events.
- Participate in shared decision making with school staff and other families for the benefit of students.
- Respect the school, staff, students, and families.

SIGN HERE

**Family member signature:** \_\_\_\_\_

## As a staff member:

I agree to:

- Support the school policy on bullying and discuss it with my students.
- Teach students about less obvious forms of bullying like gossiping and exclusion.
- Discuss proactive anti-bullying measures (such as having lunch with a student who has been excluded in the past).
- Support systems already in place for students involved in incidences of bullying.
- Refer students who bully to counseling/administrative team
- Remain alert and visible on campus to aid in the elimination of bullying and disrespect among students.
- Guarantee an atmosphere where students feel safe reporting incidences of bullying and feel confident these incidences will be dealt with and not ignored.
- Report all incidences of bullying to the administrative office.
- Support consequences for bullying such as verbal warnings, removal from a classroom or school grounds, parent-teacher communication, and detention, in-house suspension (I/C), suspension, or expulsion for repeat offenders.

I will:

- Provide high-quality curriculum and instruction.
- Communicate high expectations for every student.
- Encourage and motivate my students to learn.
- Teach and involve students in classes that are interesting and challenging.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Enforce rules equitably and involve students in creating a warm and caring learning environment in the classroom.
- Communicate regularly with families on what they can do to support their child's learning.
- Participate in shared decision making with other school staff and families for the benefit of students.
- Respect the school, staff, students, and families.

SIGN HERE

**Staff member signature:** \_\_\_\_\_



# ACADEMICS IS OUR BUSINESS

*At La Paz Intermediate School, we have put programs into place that help our students achieve success in a curriculum that is both diverse and challenging. We are committed to providing the best education for our students.*

## ACADEMIC SUCCESS

At La Paz failure is NOT an option. It is our expectation that all our students do well in school. We have confidence in your ability to learn, and we will go the extra mile to help you be successful. As partners in your education, we ask students and parents to do the following:

### Students

- Do your best everyday by being attentive and by completing all your assignments.
- Always ask for help when needed.

### Students and Parents

- Check student grades online, via Aeries, at least once a week (please access the La Paz website for more information).
- Contact the teacher if you have any questions about grades or if you would like to know what needs to be done to improve a grade.

By working together, we are confident that positive results will appear on your report card.

Report cards are available in the family portal to parents three times during the year which is approximately two weeks after the end of each trimester. Progress reports available to parents in the family portal mid-trimester.

## THE LA PAZ CURRICULUM

Students at La Paz study six different subjects. Students in each grade level will study the following courses:

- English (or ELD)
- Math
- History
- Science
- Physical Education/Health
- Exploratory courses or elective

The curriculum at La Paz has been carefully planned and mapped to address the State Standards at each grade level.

**Physical Education:** La Paz is committed to the success of our students academically, socially, and physically, and believes that a well-rounded student is active each day. Physical Education is an integral part of the overall education program for every student and provides one of the few opportunities for many of our students to develop the skills, knowledge, and confidence necessary to lead a balanced and physically-active lifestyle.

Our physical education program provides the academic understanding and key physical components of a healthy mind and body. Our program also provides outstanding opportunities for our students to learn new sports and activities, develop important group interaction skills, and improve their social awareness and social interaction skills.

Lockers are located in the boys' and girls' locker rooms and are for physical education clothes, shoes, sweatshirts, and deodorant only. Students are expected to carry all of their belongings in a backpack. LOCK UP all valuables in your locker during your physical education class.

**Exploratory Courses:** Intermediate school is a time for students to explore new interests. At La Paz, students enrolled in the Exploratory Courses take two to three exploratory courses each year. Over the course of 2 years, students will have the opportunity to experience four to six courses unless they choose a yearlong elective.

The exploratory courses vary from year-to-year. A few examples of the exploratory courses are:

- STEM Exploratory (Coding, 3D printing & Electronics)
- Mixed Media Art
- Video Production

Courses for 7th and 8th graders: At the end of 6th and 7th grade, students select their elective course for their following year. Some students choose to continue the exploratory courses while others commit to a yearlong elective. This course vary from year-to-year. It is important for students to make their selections wisely, as opportunities for schedule adjustments are very limited.

7th and 8th grade students may elect to take one of the following courses:

- ASB Leadership (by application)
- AVID (7th and 8th)
- Band or Orchestra (7th and 8th)
- International Art (7th and 8th)
- Jazz Band (offered only during "0" period/8th grade)
- Peer Tutor (8th Grade)
- Performing Arts (7th and 8th)
- Spanish (8th Grade Only)
- STEM Academy (7th and 8th)
- Theatre Production (7th and 8th)
- Video Production (7th & 8th)
- Yearbook (7th and 8th)
- Student Aide (8th Grade Only)



## ACADEMIC HELP

Being in 7th and 8th grade is both a challenging and exciting time. At La Paz we encourage our students to seek out help early: participate in class, ask questions, and take ownership of your learning. Teachers are often available before and after school, during tutorial, and at lunch to support students.

We are here to help you. Don't be shy. Lunch ELT and Hour of Power are other

## TUTORIAL

La Paz offers a tutorial period during the school day (Tuesday through Friday). The purpose of Tutorial is to provide students with time to receive additional academic support, work with a teacher on honors assignments, complete homework, and to make-up missing assignments and tests. Teachers use the student planner to stamp "TUTORIAL" when a student is required to attend a specific tutorial session. If students do not have a stamp, students may choose which tutorial session they would like to attend among Open Tutorials. Students should check with their teachers to see if they will be open or closed for tutorial. Below is an example of Tutorial priority schedule, each year it varies.

### **Tutorial Priority**

<b>Trimester 1</b>				
Priority	Tuesday	Wednesday	Thursday	Friday
1st	English	Science	Math	History
2nd	Science	Math	History	English
3rd	Math	History	English	Science
4th	History	English	Science	Math
ELT				
<b>Trimester 2</b>				
Priority	Tuesday	Wednesday	Thursday	Friday
1st	History	English	Science	Math
2nd	English	Science	Math	History
3rd	Science	Math	History	English
4th	Math	History	English	Science
ELT				
<b>Trimester 3</b>				
Priority	Tuesday	Wednesday	Thursday	Friday
1st	Math	History	English	Science
2nd	History	English	Science	Math
3rd	English	Science	Math	History
4th	Science	Math	History	English
ELT				

## HONORS

What you learn today will influence your high school and college experiences. Thus, we strongly encourage all students to challenge themselves academically while they are at La Paz. At La Paz, 7<sup>th</sup> grade students meeting honors requisites may be enrolled in one or more honors courses in English, mathematics, history or science. 7<sup>th</sup> grade students who pursue the honors curriculum do so within a differentiated classroom setting for English, history, and science, and are in a separate class for math. The differentiated classroom setting allows students to excel academically while learning new curricula and interacting with a large cross section of their peers. In preparation for high school, 8<sup>th</sup> grade students pursue the honors program in separate Honors English, math (Algebra 1), history and science classes.

## PROMOTION

To be promoted from the 7<sup>th</sup> and 8<sup>th</sup> grades, a student must:

- Earn a cumulative grade point average (GPA) of 1.50 in all classes and earn at least a 1.0 GPA in English and mathematics each year;
- Earn no more than a total of three (3) F's in English, Math, History and/or Science courses during each school year.

# Awards & Recognitions

## HONOR ROLL

Students receive certificates for a GPA (grade point average) of 3.0 or above at the end of the first and second trimesters.

## NIGHT OF THE LEOPARDS

In May we look forward to celebrating **Night of the Leopards**. This evening program is open to all 8th grade students. Awards will be given at this ceremony.

## CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION ("CJSF")

CJSF is the middle school version of the California Scholarship Federation (CSF) in high school. CJSF is an opportunity for middle school students to get in the habit of saving their report cards and completing and submitting applications by the assigned deadline using the point system after each trimester. La Paz students who qualify and complete an application for two trimesters in 7th grade and the first two trimesters in 8th grade will be recognized with a gold seal on their certificate.

Announcements will be made when applications are being accepted. Applications are available from English teachers and in the Guidance Office. Students with questions/concerns should see or email their school counselor.



## SCHOOL COUNSELORS

Your La Paz school counselors are Mrs. McCormick and Mrs. Hubbell. They are here as a resource for personal problems, school, family and friend issues, academic challenges and ANYTHING you need help with. The counseling office is a confidential environment to go to if you are experiencing problems, either personal or academic. If you would like to see your school counselor, come to the office, during snack or lunch, or after school. At times, there may be an urgent reason for you to talk to your school counselor immediately; in that case, ask your teacher for permission to go to the counseling office.

## ASSISTANT PRINCIPAL

Ms. Vega assumes many roles at La Paz so it isn't always a "bad thing" when a call slip is delivered for a student. Ms. Vega works with PBIS (*see next column*), discipline, the Counseling Department, Special Education, facilities, and master scheduling just to name a few of her duties. Ms. Vega can be a valuable resource for students who are having problems with other students, or with sensitive situations at school. She is the go-to person for help, support, and information.

## LIBRARY

The library is an excellent resource for students. We encourage students to take advantage of the quiet atmosphere to complete assignments, and check out books. As always, students are responsible for all materials checked out. Please have your ID card with you when you go to the library. You will need it to check out books. Please leave all food and drinks outside as we don't want our books to be ruined by the occasional accident. For library availability, please contact the school office.

## PRESIDENT'S ACADEMIC AWARDS

At La Paz, we participate in the U.S. Department of Education Awards Program. There are two categories of awards: The President's Award for Academic Excellence and the President's Award for Academic Achievement. All awarded students are recognized at the 8th Grade Night of the Leopards ceremony.

## PBIS

**PBIS** Positive Behavior Intervention Support (PBIS) is our school wide culture of **Respect, Responsibility, and Readiness**. We teach students what our expectations are, and we help students make good decisions based on the **3 R's**. As a staff, we give students clear guidelines and consequences for behaviors that do not reflect **Respect, Responsibility, or Readiness**.

All school rules revolve around the **3 R's** and we maintain positive behavior expectations everywhere on campus including the classrooms, hallways, restrooms, food lines, quad, basketball courts, lower field, bus lines, MPR, and our gymnasium.

Positive behavior is rewarded through our PBIS Rewards system where PBIS points are given out by all staff when they see students modeling examples of **Respect, Responsibility, and Readiness**. Students are able to turn in their PBIS points for prizes on a regular basis. We also have ASB/PBIS lunchtime activities to recognize students for "doing the right thing."

## TECHNOLOGY/CHROMEBOOKS

Technology is an integral part of learning at La Paz. Students have access to many forms of technology, not only through course instruction, but also through student projects and activities in all curricular areas. Even so, the use of computers and technology at La Paz is a privilege.



**EVERY STUDENT MUST SIGN A  
TECHNOLOGY AGREEMENT BEFORE USING  
CHROMEBOOKS AT LA PAZ.**

Any student involved in vandalism is subject to:

- Loss of his/her technology privileges;
- School discipline consequences, which may include suspension; and/or,
- Police involvement, if deemed appropriate/necessary.

Students are NOT allowed to download or place any programs on La Paz/District chromebooks or network. Access to the Internet is available upon receipt of written permission from parents. Use of the Internet is solely for purposes related to class work or school projects. Information may be copied and/or printed from the Internet only with the permission of a staff member.

Any misuse, tampering, or altering of systems, and any reprogramming or theft of equipment or supplies WILL NOT BE TOLERATED (this includes deleting search history).

Students who go onto inappropriate websites or who use the Web for entertainment purposes at school may lose their Internet privileges for a period of time, including the remainder of the year.

### **CHROMEBOOK GUIDELINES**

Please make sure your chromebooks are charged daily. Chromebooks are school property, please do not place any stickers, or alter the chromebook in anyway.

## **Supplies**

People who are successful in what they do MUST have the right tools for the job. It's the same at La Paz. If you want to be successful in school, you need the right tools and supplies to do well. Every student needs to bring the necessary materials to school every day in order to develop and maintain strong study habits.

All students will need to have a student planner. The student planner is to be carried with you always while at La Paz (see page 17). **In the event that a student loses his/her planner, a new one may be purchased on our webstore.**

### **TEXTBOOKS**

Each student at La Paz is issued a set of textbooks to leave at home for the school year, and each classroom has a set of textbooks as well. This greatly reduces the wear and tear on our books and lightens the load of our students' backpacks. **Students are responsible for textbooks issued to them.** Debts for damaged or lost books must be cleared each trimester with the school librarian, otherwise students may be restricted from participating in special events or end of year activities.

### **ID CARDS**

Each student is issued an ID card at the beginning of the school year. The ID card is required when using the library computers, checking out reading material, checking out materials in the classroom and text-books, loading buses for field trips, and to purchase tickets for special events. Students must carry their IDs with them everyday. If a student loses their ID, they should go to the office for a replacement card. The cost is \$5.00.

### **PHYSICAL EDUCATION UNIFORMS**

Students must change into their physical education clothes each day for their physical education class.

Physical Education Uniform Guidelines are as follows:

- All students are expected to wear a grey t-shirt with no logo and, red shorts with no pockets (first name, last initial written on the front). Only teachers are allowed to write a student's name on the physical education uniform.
- Physical Education uniforms are available to purchase from La Paz, a location of their choice or use a previous year's uniform.
- Shorts are to be worn above the hipbone and the tops of the shorts cannot be rolled.
- Athletic shoes and socks are required.
- Sweatshirts are allowed only on cold days and are to be worn over the student's physical education shirt.
- Uniforms are to be taken home on Friday, laundered, and returned cleaned on Monday.
- If a student forgets their physical education uniform, students will be able to borrow physical education clothes for the day. There are consequences for students that do not follow the physical education dress code and/or forget their physical education clothes.
- Replacement shorts and shirts are available for purchase for \$12 each on our webstore.



## STUDENT VISITS TO THE OFFICE

Students are welcome to visit the office to take care of routine business before and after school, and during snack and lunch. If a student needs to go to office, or needs to see the counselor or the health aide at any other time, or needs to use the restroom, he/she needs to FIRST report to class and obtain a pass from the classroom teacher.

**Students are NOT allowed to go to the office without prior permission from their teacher.**

Students should **always come to the office if they need to contact a parent**. Using their cell phone to call a parent could result in a cell phone violation (*see page 17*).

## LET'S CELEBRATE AT YOUR HOUSE

We know how exciting birthdays can be, but we also know how disruptive it can be when these celebrations are brought to school. Because of this, balloons, flower bouquets, special lunches, cakes, and parties are not allowed on campus.

These items are disruptive in the classroom and lunch areas. Balloons and flowers are also a safety hazard in our hallways, lunch area, and on the bus, and will be kept in the office until the end of the school day if they are brought to school. **Students are NOT allowed to order food for delivery to school. There are NO EXCEPTIONS**

## LOST AND FOUND

Every year we accumulate many lost jackets, sweaters, etc. Please mark all such clothing so we may return the items to the proper students. Students are discouraged from wearing expensive jewelry to school.

- Lost articles such as books and binders may be claimed in the office.
- Lost clothing may be found in the "Lost & Found" bin located in the Quad during school hours.
- Glasses, iPods, calculators, jewelry, phones, backpacks, etc., may be claimed in the office.

Each trimester we will announce through the morning announcements that Lost and Found items will be donated to a worthy charity within the week and that students are encouraged to pick up their belongings before that time.

## PERSONAL PROPERTY

Personal property that is not used in the instructional program should not be brought to school. This includes but is not limited to: radios of any kind, cameras, cell phones, airpods, earbuds, wallets, PE equipment, playing cards, etc. If students bring such articles to school, they can be confiscated, and not returned until the end of the day.

**Too valuable for school?** It is always very sad when a student reports that something has been lost, misplaced, or even taken from his/her backpack, purse, locker, or classroom. To avoid this, keep money and items of value at home.

**Large amounts of money and other valuables should NOT be brought to school.** Do not leave money in your purse or backpack unattended; LOCK UP all valuables in your PE Locker during your PE class. If you happen to find

money or other valuables that do NOT belong to you, TAKE THEM TO A STAFF MEMBER IMMEDIATELY.

**Cell phones and air pods are easily lost during school hours—Not your back pocket!** Remember that cell phones are not allowed to be used "from bell to bell;" if you are on your phone during school hours (including snack and lunch), consequences will apply (*see page 17*)

## BIKES/EBIKES/SKATEBOARDS

We recommend that each bike/ebike be registered with the local authorities. Bicycles/ebikes/skateboards are never to be ridden anywhere on school grounds or in the parking lot. In addition, they should always be walked across the crosswalks and down the hill leading away from La Paz. Every student who rides a bike/ebike/skateboard **MUST WEAR A HELMET** while riding.

Bicycles/ebikes/skateboards must be walked to the lock up area upon arrival to the sidewalk of campus. Students must lock their bicycles/ebikes/skateboards in the racks area provided on the upper level next to room #16 or in front of the MPR.

The school cannot be held responsible if a bicycle/ebike/skateboard is stolen or damaged. While every effort will be made to help with retrieval of any bicycle/ebike/skateboard taken, it is the student who bears the responsibility to secure his/her bike/ebike/skateboard on campus.

# Get Involved!

The more involved you are at school, the better your intermediate school experience will be. By getting involved with the various clubs, sports, and extracurricular activities at La Paz, you will not only have more fun, you will also meet new friends and possibly do better academically as well!

La Paz students have the opportunity to participate in various activities both during and outside the school day: ASB, Band, Drama Club, Yearbook, Campus Beautification, special service projects, and WEB are just a few of the opportunities you have to become involved at La Paz. If you are interested, talk to the group's advisor (listed on the following page) to see if it is for you.

# Student Activities

ASB sponsors school-wide events and noon-time activities. Past activities have included DJ's, dress-up day, and classroom competitions.

## ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

In order for students to be eligible for extracurricular activities such as school concerts, field trips, sporting events, volunteer work, etc., students must meet the following "A-B-C-O-S" criteria:

- Have only A's, B's, and/or C's, and
- No N's or U's in work habits or citizenship

Off campus field trip forms need to be signed by each of the student's teachers to verify that the student is **ABCOS** eligible.

### **ASB**

ASB stands for Associated Student Body and is one of La Paz's year-long elective classes. The purpose of ASB is to provide for and encourage student involvement in co-curricular activities as well as student government. The elected ASB officers are President, Vice President, Treasurer, Secretary, Activities Director, and Representatives

Students who would like to be a part of ASB must:

- Have a minimum 2.50 GPA for the trimester prior to running for office and maintain that GPA while in office.

Have no more than one unsatisfactory grade in citizenship or "F" grades, and no Code of Ethics Violations

### **WEB (Where Everybody Belongs)**

WEB is a program for all incoming 7th graders and new students and is de-signed to make them feel welcome and comfortable at our school. WEB student leaders are 8th grade students trained as leaders and positive role models for all students. They provide a special orientation for all new and incoming 7th grade students on the first day of school through activities that are designed to help them get to know each other, make friends, and learn important information about our school. WEB leaders also meet with their groups throughout the school year to provide additional support, leadership, guidance, and motivation.

### **YEARBOOK**

The Yearbook is produced by the students. The yearbook distribution of yearbook takes place during the last weeks of school on a designated date. Yearbooks will not be released to students that have moved or those who will be absent on that date until after the distribution date.

The yearbook is on sale during the Leopard Run in late summer and through the first trimester of school. If students wish to purchase a yearbook after this time frame, they can visit our webstore while supplies last. There will be a price increase after March 1st of each school year.

### **CAMPUS BEAUTIFICATION**

We take great pride in having a clean and beautiful campus for our students, teachers, and families, but this does not happen by itself! Three times a year Mrs. Vega hosts Campus Beautification days on a Saturday, where students and parents can be active in helping to maintain and beautify our campus.

### **SPORTS**

Our Lunchtime Sports Program is open to all students, and offers the following competitive sports:

- Flag Football
- Volleyball
- Basketball
- Soccer
- Three Point Shooting Contest



## Who do I contact for....?

<u><b>ACTIVITY CHART</b></u>	<u><b>CONTACT</b></u>
8th Grade EOY Activities	Ms. Vega
ASB	Mrs.Chia
Band	Mr. Robbins
Campus Beautification	Ms. Vega
Clubs	Mrs. Chia
Drama	Ms. Shears

<u><b>ACTIVITY CHART</b></u>	<u><b>CONTACT</b></u>
Intramural Sports	Mr. McAlister
School Site Council	Mrs. Harville
S.T.P.O.	TBD
WEB	Mrs. Pogue
WEB	Mr. Van Tassell
Yearbook	Mrs. Farrington



**BEING A LEOPARD  
MEANS LIVING A  
VAPE-FREE LIFE**

**TOBACCO USE PREVENTION EDUCATION 2023  
SADDLE BACK UNIFIED SCHOOL DISTRICT**

# MLA Format Instructions

First and Last name	Last Name 1	Google Docs. You will need to choose the first icon with the pages numbered consecutively in the upper right hand corner. The page number should appear where you want it, and it will also appear to be gray. It will print in black, text in the header or footer will appear gray when you are working in another part of the paper. Place your cursor in front of the page number itself; type your last name only and double click your mouse somewhere outside the box. The box itself should disappear, and then your name and page number should both appear in the corner. Again, both will appear gray.
Teacher name		
Class/Period #		
23 September 2019		
	Creative Title (not underlined or bold)	
	You are reading an essay written in MLA format. It is in 12-point, Times New Roman font. It is double-spaced. This means that there is one blank line between each line with writing. You can program your essay to be double-spaced by going to "Format" located on the Google Docs menu, then "Line Spacing" then "Double Space." When you are finished with your paper, it will look exactly like this. Do not put your paper in a report cover or create a cover letter; just staple the pages together and hand it in.	Although the second page of this handout is printed front to back, your essays will always be single sided. You will be using parenthetical citations when you write Argumentative and Informative essays and when you write your research paper. If you are only citing information from one piece of work you only need to cite the page number where you found your concrete detail (27).
	Note that when you start a new paragraph, you do not skip any extra lines. You need to press the return button only once and indent by typing the tab key once to start a new paragraph. In the upper right hand corner of the paper, put your last name and the page number. This is the only part of your essay that is put .5 inches from the top. This will appear on each page of the paper (changing the page number, naturally). To get this to occur automatically, follow these directions: Turn on "page number" located under the "Insert" menu in	Note that there is no comma after "detail" and the punctuation mark is located after the parenthesis. You may also cite just the page number when you are citing from multiple pieces of work if you mention the author's name before the concrete detail. Otherwise, you will need to mention the author's last name and page number where the information came from (London 45). If you combine information from two separate pages from the same work, you can cite it (London 45-46) or (London 45, 67). This style applies to all typed papers. If you do not follow these instructions, you will be graded down.






Last Name 2



# Note-Taking Process

## The Five Phases of the Focused Note-Taking Process

AVID's focused note-taking process has five phases. It is important to note that while *applying learning* is the last phase of the process, it is essential that it inform the first phase, as the note-taking format should be shaped by the note-taking purpose. When teaching the focused note-taking process, educators need to determine how students will use their notes and set up the format appropriately. It is crucial for educators to model and invite students to engage in this thought process so that note-taking becomes a powerful and portable learning tool students can carry with them throughout their educational experience.

<b>Taking Notes</b> 	<b>Create the notes.</b> Select a note-taking format, set up the note page, record the Essential Question, and take notes based on an information source (lecture, book, website, article, video, etc.), selecting, paraphrasing, and arranging information in a way that meets your note-taking objective.
<b>Processing Notes</b> 	<b>Think about the notes.</b> Revise notes—by underlining, highlighting, circling, chunking, questioning, adding, deleting—to identify, select, sort, organize, and classify main ideas and details. Evaluate the relative importance of information and ideas in the notes.
<b>Connecting Thinking</b> 	<b>Think beyond the notes.</b> Analyze the notes using inquiry to make connections and deepen content knowledge by asking questions and adding your own thinking to create greater understanding, identify gaps or points of confusion, and connect your new learning to what you already know.
<b>Summarizing and Reflecting on Learning</b> 	<b>Think about the notes as a whole.</b> Pull together the most important aspects of your notes and your thinking about them to craft a summary that captures the meaning and importance of the content and reflects on how the learning helps you meet the note-taking objective.
<b>Applying Learning</b> 	<b>Use the notes.</b> Save and revisit your notes as a resource or learning tool to help you apply or demonstrate what you have learned.

# Note-Taking Process

## Crosswalk: Focused Note-Taking, CORNELL WAY, and STAR Note-Taking

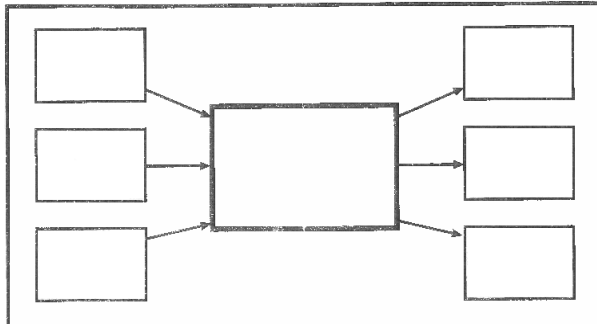
AVID's revised focused note-taking process has five phases. It is important to note that while applying learning is the last phase of the process, it is essential that it informs the first phase, as the note-taking format should be shaped by the note-taking purpose.

Focused Note-Taking Phase	Focused Note-Taking Action	CORNELL WAY	STAR
<b>Taking Notes</b>	<b>Create the notes.</b> Select a note-taking format, set up the notes, and take notes based on an information source (lecture, book, website, article, video, etc.), selecting, paraphrasing, and arranging the information in a manner that meets the note-taking objective. The format will vary according to the note-taking purpose and objective.	<b>I: Note-Taking</b> <b>C</b> – Create format <b>O</b> – Organize notes on right side <b>E</b> – Exchange ideas by collaborating	<b>S</b> – Set up notes <b>T</b> – Take notes
<b>Processing Notes</b>	<b>Think about the notes.</b> Revise notes—by underlining, highlighting, circling, chunking, questioning, adding, and/or deleting—to identify, select, sort, organize, and classify main ideas and details. Evaluate the relative importance of information and ideas in the notes.	<b>II: Note-Making</b> <b>R</b> – Review and revise <b>E</b> – Exchange ideas by collaborating	<b>A</b> – Add to notes
<b>Connecting Thinking</b>	<b>Think beyond the notes.</b> Analyze the notes using inquiry to make connections and deepen content knowledge by asking questions and adding your own thinking to create greater understanding, identify gaps or points of confusion, and connect your new learning to what you already know.	<b>II: Note-Making</b> <b>N</b> – Note key ideas to create questions <b>E</b> – Exchange ideas by collaborating	<b>A</b> – Add to notes
<b>Summarizing and Reflecting on Thinking</b>	<b>Think about the notes as a whole.</b> Pull together the most important aspects of your notes and your thinking about them to craft a summary that captures the meaning and importance of the content and reflects on how the learning helps you meet the note-taking objective.	<b>III: Note-Interacting and</b> <b>IV: Note-Reflecting</b> <b>L</b> – Link learning to create a synthesized summary <b>E</b> – Exchange ideas by collaborating <b>Y</b> – Your reflection: reflect on your learning	<b>A</b> – Add to notes <b>R</b> – Review notes
<b>Applying Learning</b>	<b>Use the notes.</b> Save and revisit your notes as a resource or learning tool to help you apply or demonstrate what you have learned.	<b>IV: Note-Reflecting</b> <b>L</b> – Learning tool: Use completed Cornell notes as a learning tool	<b>R</b> – Review notes

# Thinking Maps

Thinking Maps is a language of eight visual patterns, each based on a fundamental thought process. Visualizing our thinking allows us to have a concrete image of our abstract thoughts. Visual representations enhance the brain's natural ability to detect and construct meaningful patterns. Thinking Maps reduce anxiety by providing familiar visual patterns for thinking and working with complex ideas and situations.

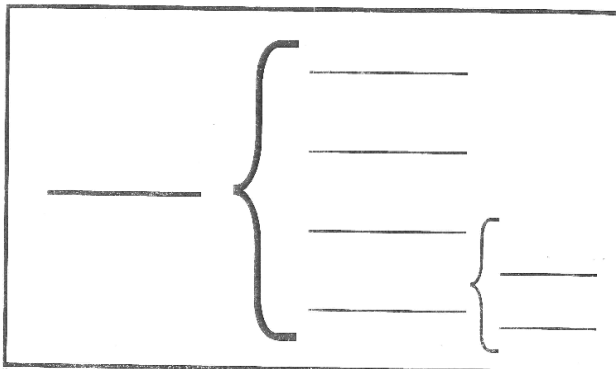
## CAUSE & EFFECT



Thinking Maps®  
© 2007 Thinking Maps, Inc.

### Multi-Flow Map

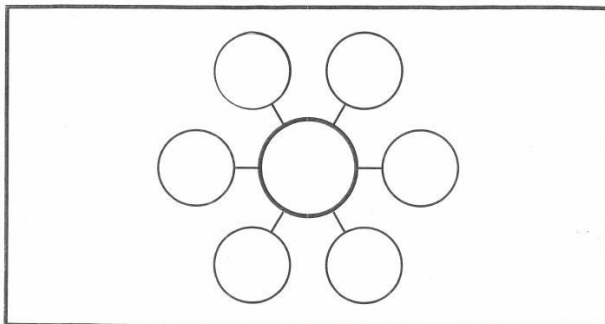
## WHOLE - PART RELATIONSHIP



Thinking Maps®  
© 2007 Thinking Maps, Inc.

### Brace Map

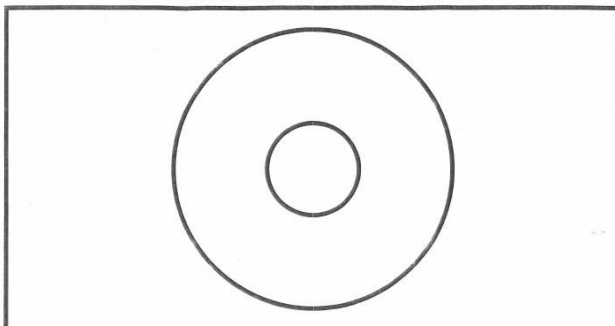
## DESCRIBING



Thinking Maps®  
© 2007 Thinking Maps, Inc.

### Bubble Map

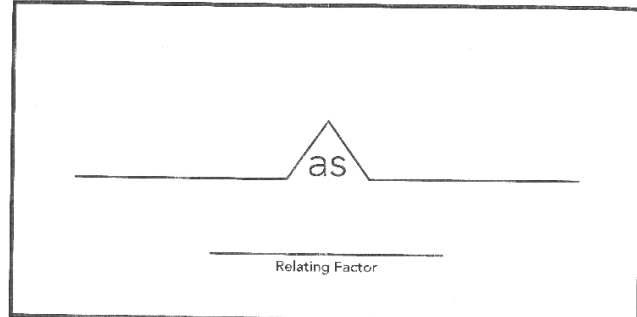
## DEFINING IN CONTEXT



Thinking Maps®  
© 2007 Thinking Maps, Inc.

### Circle Map

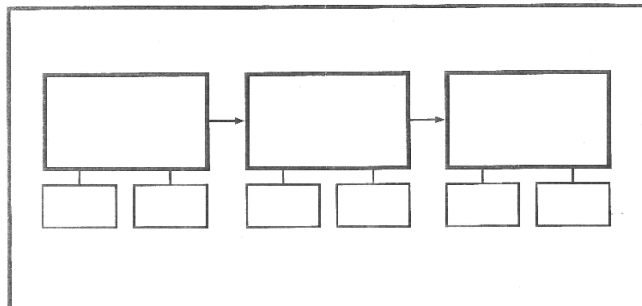
## SEEING ANALOGIES



Thinking Maps®  
© 2007 Thinking Maps, Inc.

### Bridge Map

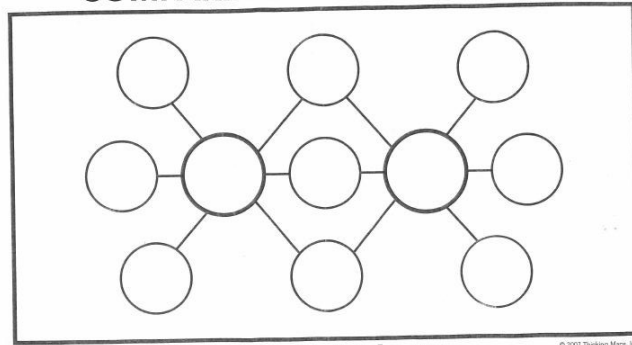
## SEQUENCING



Thinking Maps®  
© 2007 Thinking Maps, Inc.

### Flow Map

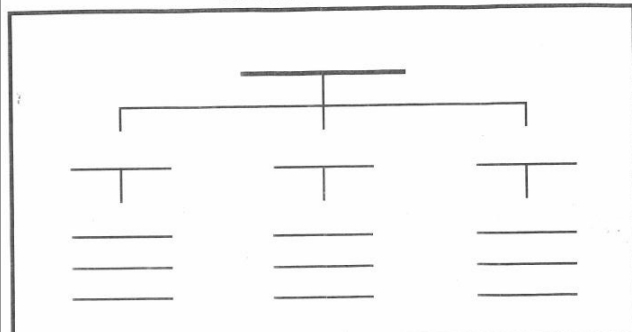
## COMPARING & CONTRASTING



Thinking Maps®  
© 2007 Thinking Maps, Inc.

### Double Bubble Map

## CLASSIFYING



Thinking Maps®  
© 2007 Thinking Maps, Inc.

### Tree Map



# Commentary Sentence Starters

**Directions:** use a combination of “sentence starters” from each section below to achieve effective commentary in your writing.

## **Commentary that Summarizes:**

Choose one of these to help you restate the evidence in your own words in order to clarify.

1. Basically, \_\_\_\_\_ is saying \_\_\_\_\_.
2. \_\_\_\_\_'s point is that \_\_\_\_\_.
3. To put it another way, \_\_\_\_\_.
4. Saying \_\_\_\_\_ allows the reader to understand \_\_\_\_\_.
5. In making this comment, \_\_\_\_\_, urges the reader to \_\_\_\_\_.
6. \_\_\_\_\_ gives the idea that \_\_\_\_\_.

## **Commentary that Analyzes:**

Choose one of these to help you analyze what the detail means and how it connects to the point in your Topic Sentence. Remember your Commentary that Analyzes should fully explain how the evidence proves the Topic Sentence in relation to the Thesis Statement.

1. In other words, \_\_\_\_\_ believes \_\_\_\_\_ because \_\_\_\_\_.
2. What \_\_\_\_\_ really means by this is \_\_\_\_\_.
3. Since \_\_\_\_\_ expresses \_\_\_\_\_, the reader can see \_\_\_\_\_.
4. By highlighting this point, \_\_\_\_\_ has \_\_\_\_\_.
5. \_\_\_\_\_ motivation here allows the reader to \_\_\_\_\_, therefore better understanding that \_\_\_\_\_.
6. \_\_\_\_\_ alludes to \_\_\_\_\_, suggesting \_\_\_\_\_.
7. Explaining that \_\_\_\_\_ feels \_\_\_\_\_, helps the reader understand that \_\_\_\_\_.
8. By suggesting that \_\_\_\_\_, \_\_\_\_\_.

## Transition Words and Phrases

- Words or phrases used to connect one idea to the next
- Used by the author to help the reader progress from one significant idea to the next
- Show the relationship within a paragraph (or within a sentence) between the main idea and the support the author gives for those ideas
- Different transitions do different things...

Additive Transitions	Adversative Transitions
<b>Addition:</b> in addition (to this)                      actually to tell the truth                              indeed furthermore                                  further either (neither)                              also not only (this) but also (that) to say nothing of                              moreover let alone on the other hand                              in fact what is more                                  nor as a matter of fact                              too in all honesty                                  much less as well as (this)                              additionally alternatively                                  beside (this) not to mention (this)                              alternatively	<b>Conflict:</b> by way of contrast                              but on the other hand                              while in comparison                                  however when in fact                                  whereas in contrast                                      still (and) yet    instead though (final position)                              conversely alternatively  <b>Emphasis:</b> even more    indeed above all    besides more importantly                                  specifically in any case                                      definitely unquestionably                                  absolutely without a doubt                                  primarily surprisingly                                      positively naturally    eternally certainly    undeniably  <b>Concession:</b> but even so    albeit regardless (of this)                                  although even though                                      though on the other hand                                  admittedly nonetheless                                      however despite (this)                                      (and) still notwithstanding (this)                                  (and) yet in spite of (this)                                  nevertheless be that as it may                                  granted (this)  <b>Dismissal:</b> in either case/event                                  either way whichever happens in any case/event                                  any rate whatever happens                                  all the same  <b>Replacement:</b> (or) at least    (or) rather instead

Casual Transitions		Adversative Transitions	
<b>Cause/Reason:</b> for the (simple) reason being that seeing that in view of (the fact) because of (the fact) owing to (the fact)	being that  in that since for as much as in as much as due to (the fact that)	<b>Continuation:</b> in the (1 <sup>st</sup> , 2 <sup>nd</sup> ) place to start with to begin with at the same time for the time being simultaneously subsequently previously eventually before (this) afterward proceeding	initially first of all thirdly at first for a start for now secondly afterward meanwhile next then after (this)
<b>Condition:</b> on (the) condition (that) granted (that) provided that in the event that as/so long as granting (that) providing that	if in case given that unless only if even if	<b>Digression:</b> to change the topic by the way	incidentally
<b>Effect/Result:</b> as a result (of this) for this reason because (of this) in consequence as a consequence so much (so) that therefore	consequently hence thus so so that accordingly	<b>Resumption:</b> to get back to the point to return to the subject at any rate	anyhow anyway to resume
<b>Purpose:</b> for the purpose of in the hope that for fear that in order to with this intention to the end that	so that lest so so as to in order that with this in mind	<b>Conclusion:</b> in conclusion to conclude as a final point last but not least in the end as a result as was previously stated as has been illustrated to sum up as has been mentioned to be brief given these points on the whole as has been noted to put it briefly to summarize in summary eventually	at last so finally then lastly thus consequently all in all overall briefly in all therefore hence in sum in short altogether ultimately
<b>Consequence:</b> under those circumstances that being the case in that case consequently	then if not if so otherwise		

# Socratic Seminar & Class Discussion Sentence Starters

## Ask Clarifying Questions

- I have a question about what you said about \_\_\_\_.
- Do you mean that \_\_\_\_?
- I did not understand \_\_\_\_, could you explain that again, please?
- I did not understand \_\_\_\_, do you mean \_\_\_\_?
- Could you expand a little on what you said about \_\_\_\_?
- In other words, are you saying \_\_\_\_?
- Could you give me an example of what you mean by \_\_\_\_?

## Paraphrase Another's Comments

- When you said \_\_\_\_, do you mean \_\_\_\_?
- The reason he/she stated \_\_\_\_ include \_\_\_\_.
- In a nutshell, she/he said \_\_\_\_.
- So you're saying that \_\_\_\_?
- To paraphrase what you said, you \_\_\_\_.
- Let me see if I understood correctly, you said \_\_\_\_.
- In other words, you think \_\_\_\_.

## Build on Other's Ideas and Add to

- \_\_\_\_, you made a good point when you said \_\_\_\_.
- I see what you're saying. I agree because \_\_\_\_.
- I'd like to piggyback on that idea. I think \_\_\_\_.
- Yes, and I also think that \_\_\_\_.
- I agree with that because \_\_\_\_.

## Cite Evidence from Text

- On page \_\_, paragraph \_\_, the author says \_\_\_\_.
- When I read \_\_\_\_ on page \_\_, I thought that \_\_\_\_.
- I think the text supports my idea of \_\_\_\_, by stating \_\_\_\_ on page \_\_\_\_.
- Another example of \_\_\_\_ is on page \_\_, paragraph \_\_, where the author states \_\_\_\_.
- In my opinion, \_\_\_\_ because in the text it says \_\_\_\_.

## Disagree Respectfully

- I see what you're saying, but I think that \_\_\_\_.
- Another way to look at it is \_\_\_\_.
- I do agree with what you said about \_\_\_\_, but I think \_\_\_\_.
- I see it another way. Based on \_\_\_\_, I think \_\_\_\_.
- Another possibility might be \_\_\_\_.
- In my opinion, \_\_\_\_.

## Review, Summarize, and Synthesize the

### Key Ideas Expressed

- The main point/idea is \_\_\_\_.
- In summary, \_\_\_\_.
- To synthesize, we said \_\_\_\_.
- We all agree that \_\_\_\_.
- We can conclude \_\_\_\_.

# Transition Phrases

### SEQUENCE

#### 1st:

- Initially
- To begin with
- For example
- First of all
- For instance
- At the beginning
- At first
- At the onset
- In the first place

#### 2nd:

- Next
- Secondly/thirdly
- Additionally
- Following that
- In the second place
- Subsequently
- Later on
- Following this
- After that

- In addition

- As well as
- Another example
- To illustrate
- More importantly

#### 3rd:

- Lastly
- In brief
- Finally
- After all
- All in all
- On the whole
- Above all
- In conclusion
- Furthermore
- To conclude
- Most importantly
- Consequently
- To summarize
- To conclude
- As has been noted earlier

- In closing

- To reiterate

### COMPARE

- While it may seem
- It may look as though
- While it may appear that
- Admittedly it may seem
- Likewise
- Seemingly
- Similarly
- In comparison
- In the same manner
- Just as
- To the same extent

### CONTRAST

- —in fact
- —however
- —in actuality
- Yet
- As a result

- (in/by) contrast

- In effect
- Subsequently
- Contrary to
- On the other hand
- On the contrary
- Nevertheless
- Alternatively
- Actually
- In reality
- Despite
- In spite of the fact
- Regardless

### EMPHASIZE

- In fact
- Of course
- Truly
- Indeed
- To illustrate
- Obviously
- Not surprisingly

- Without a (doubt/question)

- Undeniably
- Specifically
- Unquestionably
- Ultimately
- Especially important
- Equally important
- To emphasize
- Most of all
- Of great(est) concern

# La Paz is Tobacco & Vape Free



**2023/2024**

## **Words of the Week**

ALTERNATIVE  
ANALYZE  
APPROPRIATE  
AREA  
ARTICULATE  
ASPECT  
AUTHORITY  
CONCEIVABLE

CONCLUDE  
CONSTITUTE  
CONSTRUCT  
CRITERIA  
DATA  
DISTINGUISH  
DISTRIBUTE

ECONOMY  
ESTABLISH  
EVALUATE  
EVIDENCE  
FACTOR  
FEATURE  
FUNCTION  
GENERATE

INFLUENCE  
INTERPRET  
MAINTAIN  
METHOD  
PERCEIVE  
SPECIFY  
STATISTIC  
STRATEGY

SUCCESS  
SUMMARIZE  
SYNTHESIZE  
TRANSFER  
VALIDITY

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map



La Paz Intermediate

Tobacco Free Zone!

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

La Paz Intermediate



Tobacco Free Zone!

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map





Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

La Paz Intermediate



Tobacco Free Zone!

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map



Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

La Paz Intermediate



Tobacco Free Zone!

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map



Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

La Paz Intermediate



Tobacco Free Zone!

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map





Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

La Paz Intermediate



Tobacco Free Zone!

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map



Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

La Paz Intermediate



Tobacco Free Zone!

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map



Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

La Paz Intermediate



Tobacco Free Zone!

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map



Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

La Paz Intermediate



Tobacco Free Zone!



Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map



Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

La Paz Intermediate



Tobacco Free Zone!

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map



Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English Science / History	Math Elective / PE

Thinking Map

Word

My Definition

Synonyms

Antonyms

My Sentence

Applications	
English	Math
Science / History	Elective / PE

Thinking Map

La Paz Intermediate



Tobacco Free Zone!