

# Marina del Rey Middle School & Performing Arts Magnet Center

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For more info, visit [www.marinadelreymms.org](http://www.marinadelreymms.org).

## **SCHOOL INFORMATION & STANDARDS HANDBOOK FOR 2010-2011**

This Handbook Belongs to:

Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_ Date: \_\_\_\_\_

**My parents/guardians & I have read and reviewed this book.**

Signature: \_\_\_\_\_

Parent/guardian: \_\_\_\_\_

### **SCHOOL OVERVIEW**

Marina del Rey is a three-year middle school with an enrollment of fewer than 1000 students, including 325 magnet students. Students attend six classes and a homeroom. Our sixth grade students have two teachers for all their academic classes. Our seventh and eighth-graders are scheduled into an interdisciplinary core in which all students will have the same four teachers for their academic subjects of English, Mathematics, Science, and Social Studies. Marina is on a traditional school year with two-semester and 40 weeks of instruction. Marina's faculty and staff are committed to providing its students with a quality education in a safe and nurturing environment.

Our school participates in the following programs: Gifted and Talented Education, English Language Learner Program, Title I/ Program Improvement, School Improvement, Special Education, Open Enrollment/ Permit, Intervention, Mentoring, , and other specialized programs. Our support programs for students include: College/Career-Awareness programs, Tobacco/Drug Use Prevention Education, Intervention, and Healthy Start. **As part of our efforts to maintain a safe campus, we have a school uniform policy.**

In recent years, our community partners have included the **Del Rey Neighborhood Council, Del Rey Homeowners Association, and Mar Vista Family Center.** The Marina del Rey Performing Arts Magnet, grades 6-8, offers an extensive performing arts program built on a rigorous academic foundation. *Parents must complete the application in the Choices Booklet and submit it to the LAUSD's Office of Student Integration by late Fall Semester of the prior year.*

The **Marine Science Academy**, focusing on interdisciplinary teams around Marine Science, opened with a group of 6<sup>th</sup>-graders, as an extension of our initiative to personalize learning for students. The Academy includes 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades. In the future, there will be a two new pilot programs- Global Studies and Performing Art (Non-Magnet) Academies.

### **HISTORY**

Marina del Rey Middle School opened on September 12, 1960. It was designed by Paul Williams. During an age when racial prejudice ran strong, Paul Williams, an African-American overcame color barriers and became a favored architect in Hollywood. Located on 21 acres near a small boat harbor, our school was used as an agricultural area in West Los Angeles. In September 1993, Marina became a middle school with students in grades 6-8. Our main feeder elementary schools include: Braddock Drive, Coeur d'Alene, Grandview, Playa del Rey, Short, and Stoner Avenue. Our students matriculate mostly to Venice High School.

Our name, "*Marina del Rey*" means "*Harbor of the King*" in Spanish, reflects the geography of the area and our multicultural heritage. The campus is adjacent to La Ballona Creek, previously a part of Rancho La Ballona.

### **SCHOOL INFORMATION & PROCEDURES**

**ATTENDANCE PROCEDURES:** Good attendance and promptness are necessary for success in school.

**Excused Absence:** Absence for proper causes like illness, medical, dental, or eye appointments or funeral services for relatives.

**Unexcused Absences:** Absences without the knowledge of parents or guardians are truancies & is against the law.

**Suspensions:** Parents or guardians must accompany their child to school following a suspension for a conference with the Dean.

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

Students must bring a signed note from their parent or guardian when they return from an absence verifying the specific reason for absence. **The note must be presented**

**to the Attendance Office staff before school.** Students absent for five days or more must be cleared by the School Nurse before re-admittance.

**PERIOD BY PERIOD ATTENDANCE:** Teachers take attendance every period using the Integrated Student Information System. Discrepancies are monitored by the teacher, office staff, and parents are notified accordingly & calls made.

**LEAVING SCHOOL:** Students must obtain permission from the Attendance Office to leave, for any reason, while school is in session. A parent note must be presented before school begins.

**TRANSFERRING TO ANOTHER SCHOOL:** Students transferring to another school must first notify the Attendance Office. Students checking out of school must return all books and settle all financial obligations.

**TEXTBOOKS AND BOOK COVERS:** Students are responsible for the condition of all books checked out to them. Books must be returned to the teacher at the end of the year or when they leave the class. To prevent undue wear, the school requires that books be covered.

**PASSES:** Students are required to have a pass (pre-printed or written by the teacher or wear "orange vests") any time they are out of class.

**TEN-MINUTE RULE:** No passes are to be issued at the first and last ten minutes of the period, unless there is an emergency.

**EMERGENCY DRILLS:** The schools conducts Fire, Earthquake, Drop, Take Cover, Hold, Lockdown, and other drills at regular intervals as required by law & are an important safety precaution.

**METAL DETECTION:** Metal searches are conducted on a random basis involving students and may involve others visiting the campus, as required by District policy.

**STUDENT STORE:** Gym clothing and other school supplies are available at the Student Store. The student body maintains the operation of the Student Store and all profits benefit all its students.

**PHYSICAL EDUCATION UNIFORMS:** Marina Blue shorts, white shirts, white socks, and tennis shoes are required for physical education classes and some items are available in the Student Store.

**LOCKERS:** Lockers are provided for Physical Education classes *only*. Valuables should not be placed in lockers.

**PARENT INVOLVEMENT:** Parents may volunteer and/or participate in the following advisory councils: Booster Club, English Language Learner Advisory Council (ELAC), Compensatory Education Advisory Council (CEAC), School Site Council, and the Local School Leadership Council. Parent Conferences are held once each semester as well as *Back-to-School* in the fall and *Open House* in the spring. Parent Institutes and Literacy Nights/Events have been offered in previous years.

**STUDENT ORGANIZATIONS/INVOLVEMENT:** Band/Orchestra, Campus Beautification, Chorus, Student Government/Leadership, Journalism, Noon Activities, Peer Counseling, School Service, Yearbook, Youth Services, After school Programs, Tutoring/Intervention and others.

**AWARDS:** Students receive achievement and attendance awards during their stay at Marina del Rey Middle School.

**8th-GRADE CULMINATION REQUIREMENTS:** In order to receive a diploma and participate in the Culmination Ceremony, students must:

1. Have 50 credits for the entire eighth grade year.
2. No more than 3 U's on the final Spring Sem. report card.
3. Have a clear financial record.
4. Have passing grades in English and math.
5. Other criteria as determined by Administration.

**8TH-GRADE PROMOTION POLICY:** Students who do not meet promotion requirements may be retained, as specified in the most current District Promotion Policy. See the School Counselor for more information.

**"C" AVERAGE POLICY:** School District policy states that a student must have a "C" average based on the 10 or 20-week report card in order to participate in extra-curricular activities such as athletics, leadership, and performances.

**HOMEWORK POLICY:** Homework is assigned on a regular basis as a way to review, enrich, and reinforce the regular classroom lessons. It is each student's responsibility to keep an accurate record of homework assignments and to complete them on time.

**OFF CAMPUS AND OUT-OF-BOUNDS AREAS:** *Marina del Rey Middle School & Performing Arts Magnet Center* is a closed campus.

1. Students may not leave school without permission.
2. Some areas are off-limits during nutrition & lunch.
3. Eating is only allowed in designated areas.
4. All students are expected to keep our campus clean.

## **CALIFORNIA CONTENT STANDARDS**

For the complete version, visit [www.cde.ca.gov](http://www.cde.ca.gov) or see the teacher and/or textbooks.

### **BELL SCHEDULE for 2010-2011**

#### **REGULAR SCHEDULE:**

PERIOD	START	FINISH	MINS.

#### **TUESDAY SCHEDULE—Every Tuesday:**

PERIOD	START	FINISH	MINS.

## **STUDENT DISCIPLINE, BEHAVIOR, & DRESS CODE & SCHOOL UNIFORM POLICY**

### **BEHAVIOR RULES & EXPECTATIONS:**

#### **Classroom Rules:** (*& others to be added by the teachers*)

- Arrive on time with all materials.
- Follow directions immediately.
- Use appropriate language and keep hands, feet, and objects to yourself.
- Be on task during all work times.

#### **Assembly/Multi-Purpose Room (MPR) Rules:**

- Enter quietly and quickly.
- Be a respectful audience member.
- Follow all directions immediately.
- No food or drink

### **Restroom Rules:**

- Respect privacy and property.
- Wash hands and flush toilets.
- Put trash in trash cans.
- Report vandalism immediately.
- No loitering
- No tagging/graffiti

### **Common Area Rules:**

- Walk, don't run!
- Stay on paved walkways.
- Put trash in trash cans.
- Use appropriate language and volume.
- Keep hands, feet, and objects to yourself.
- No tagging/graffiti

### **Lunch Area Rules:**

- Eat in designated areas only. Do not go beyond the yellow lines with food.
- Put trash in trash cans.
- Keep hands, feet, and objects to yourself.
- Use appropriate language and volume.

### **Locker Room Rules:**

- Stay on task—get dressed and exit the locker room—do not linger and/or hang-out in the locker room.
- No sprays, perfumes, cologne, or glass bottles in the locker room.
- Put away all food and drinks at all times.
- Use only your locker, keep the combination private, and lock-up items.
- Speak in quiet voices.
- No tagging/graffiti

### **Bus Rules:**

1. Do not push, shove or yell when boarding the bus.
  2. Sit down quickly and quietly.
  3. Stay seated until the bus has come to a complete stop.
  4. Keep all parts of your body inside the bus at all times.
  5. Be courteous and considerate to the bus driver and fellow students.
  6. Do not eat on the bus.
  7. Obey the bus driver at all times.
  8. Carry your bus pass at all times.
- Remember, riding the school bus is a privilege.

### **MARINA'S VISITORS' POLICY:**

All visitors must comply with the school's visitors' policy. Please refer to the school signs and written policy. All visitors must get approval from school officials prior to entering the campus and must wear a visitor's badge. *Classroom visits must be scheduled through the counseling office at least 24-hours in advance, and may be scheduled for up to 20-minutes.* Teachers may schedule visitations as well. Visits must not interfere with or interrupt classroom activities.

## SCHOOL DRESS CODE/UNIFORM POLICY:

### General Guidelines:

No clothing considered too revealing, too tight or allowing undergarments to show.

### Tops:

1. All shirts (Polo shirts) must be white or navy blue and have a collar.
2. Shirts must fit properly & cover midriff, chest, & shoulders.

### Pants/Shorts/Skirts/Skort:

1. All pants/shorts must be navy blue. Absolutely, **NO** jeans of any color!
2. Navy blue dress pants, skirts, shorts, skorts, and corduroys are acceptable. Sweatpants, pajamas or jeans are not allowed.
3. Pants/Shorts must be fitted at waist, crotch and inseam.
4. Do not wear oversized clothing (larger than one size above fitted size).

### Dresses/Skirts/Jumpers:

1. All dresses/skirts/jumpers must be navy blue; at least knee length skirts or dresses are acceptable.

### Jackets/Outerwear:

1. All Jackets and outerwear (sweatshirts and sweaters) must be plain and dark colors. *No red or other colors that are distracting or gang affiliated.*

### Accessories:

1. A plain hat or cap may be worn outdoors only. Symbols and insignia and color that indicate gang affiliation are not allowed.
2. Earring-type jewelry may be worn only on the ear and on no other parts of the body.
3. Do not wear non-prescription sunglasses, bandanas, hair scarves, visors, hairnets or curlers of any kind.
4. Do not wear jewelry/accessories that constitute a safety hazard, for example, heavy chains, studded apparel/belts, or large dangling earrings.

### Shoes:

1. Tennis shoes or shoes with hard soles are acceptable. Toes and heels must be enclosed.
2. Shoes must be laced or properly strapped.

### MISCELLANEOUS:

1. Any clothing that depicts in any form profanity, violence, drugs, alcohol, weapons, vandalism, tobacco, or sexual act, or that is offensive to any gender, sexual orientation, race or ethnic group is unacceptable, prohibited and consider hate speech.
2. Any clothing or accessories that are associated with gangs are prohibited.
3. Any clothing that causes a distraction or interferes with participation in school activities is prohibited.

4. Any clothing or article that creates a hazard to the health or safety of others is prohibited.

### **THE ADMINISTRATION RESERVES THE RIGHT TO ADD TO THE LIST OF PROHIBITED BEHAVIORS AS NEEDED.**

Students are expected to conform to reasonable standards of cleanliness, appropriate dress, and hair styling. Students shall be required to show proper attention to personal cleanliness, health, neatness, and safety.

Parents/Guardians of students coming to school improperly dressed (in violation of the Dress Code) will be contacted. The student may call home for a change of clothes.

### REMINDERS:

1. Only school supplies should be in a student's notebook or backpack. Students should not bring the following to school: *friendship books, slam books, lighters, electronic games, I-pods, scooters, skateboards, toys, stink bombs, and dangerous objects* (i.e. box cutters, fire crackers, guns or replicas of guns, knives, laser pens, razors, scissors or any other object that can be considered harmful are prohibited on campus.) *The possession of these dangerous objects may result in serious disciplinary actions.*

2. **CELL PHONE POLICY:** *District policy requires that student cell phones must be turned off and be put away (& must not be seen) during the school day. Students are prohibited from using cell phones for any reason between 8:00 am and 3:03 pm. Cell phones used improperly will be confiscated by school personnel, including teachers, counselors, campus aides, police, and administrators. Confiscated phones (or other prohibited items not subject to police action) will be returned only to a parent or guardian. [Note: The school is not responsible for confiscated items.]*

3. Students are not to be in possession of alcohol, drugs, other controlled substances, drug paraphernalia, tobacco, spray cans of any kind, or over the counter medicine and prescription medicines (unless stored in the Health Office).

The possession of such items may result in serious disciplinary actions and/or police arrests.

4. Sexual Harassment and threats of any kind are illegal and may result in serious disciplinary action and/or arrests.

5. Students must not walk around campus in large groups.

### Positive and Negative (See Below) Consequences:

*Students who abide by the discipline code may be eligible for or get:*

- Grade-level and team-level incentives
- Good grades and good marks for conduct
- Others, as determined by teachers and staff

## **STUDENT BEHAVIOR SUPPORT/ DISCIPLINE PLAN** *(from Spring 2009)*

At Marina del Rey Middle School, we are committed to providing all of our students with an educational environment that is:

- *Uninterrupted learning*
- *Safe*
- *Encouraging*
- *Nurturing*
- *Cored on the six pillars of Character  
(Trustworthiness, Respectful, Responsible,  
Fairness, Caring, and Citizenship)*

Our Progressive Discipline plan is a tiered-approach to handling misbehavior. It includes four levels; each one identifies steps to be taken. The goal is to not only extinguish misbehavior at the earliest possible stage, but also to clarify to the child and parent/guardian that the misbehavior is escalating and approaching critical levels. While the plan is tiered and we intend to follow the escalating steps, it is possible that a child with severe or extreme infractions can be advanced to a higher level of designation and intervention (such as in criminal matters). Additionally, it is the right of a teacher to file a UTLA suspension form on a student for his/her class period for no more than two consecutive days per infraction. The rights and responsibilities associated with that action are posted at [www.marinadelreymms.org](http://www.marinadelreymms.org).

Together, we can all provide a place that is positive and supportive of the children developing to their highest potential.

## Marina del Rey Discipline Policy *(Subject to Revision)*

	Level One	Level Two	Level Three	Level Four
	Teacher	Counselor	Dean	Administration
<b>Infraction</b>	<ul style="list-style-type: none"> <li>• Minor classroom disruptions</li> <li>• Not prepared for learning</li> <li>• Disrespect towards others</li> </ul>	<ul style="list-style-type: none"> <li>• Rude behavior directed at an adult</li> <li>• Cheating</li> <li>• Throwing objects</li> <li>• Second no show to teacher held detention</li> <li>• Violating school/district rules</li> <li>• Committing dangerous acts</li> <li>• Dress code violations</li> <li>• Truancy/ditching</li> <li>• 3 Level One infractions during one class time</li> <li>• 4 Level One infractions school wide</li> </ul>	<ul style="list-style-type: none"> <li>• Extreme disruptive behavior</li> <li>• Extreme vulgarity</li> <li>• Extreme defiance of school authority</li> <li>• Fighting</li> <li>• Forgery</li> <li>• Graffiti</li> <li>• 4 Level Two infractions</li> </ul>	<ul style="list-style-type: none"> <li>• Gang activity</li> <li>• Weapons</li> <li>• Drugs or tobacco products</li> <li>• Intoxication</li> <li>• Physical assault</li> <li>• Threats to personnel</li> <li>• Vandalism</li> <li>• Thefts</li> <li>• Extortion</li> <li>• Obscene acts</li> <li>• Repeated racial/sexual harassment offenses</li> <li>• Extreme profanity toward adult</li> <li>• Other criminal acts</li> <li>• 3 Level Three infractions</li> </ul>
<b>Consequences</b>	<p>-Teacher determined and implemented</p> <p>-Parent contact (note, call, and/or email) on each Level One infraction</p>	<p>1<sup>st</sup> time – lunch detention, one counselor intervention, and review/sign discipline policy by student and parent</p> <p>2<sup>nd</sup> time – one after school detention of one hour (or four lunch detentions) and second counselor intervention</p> <p>3<sup>rd</sup> time – two after school detentions (or eight lunch detentions) and 3<sup>rd</sup> counselor intervention</p>	<p>1<sup>st</sup> time – team (all of student’s teachers, dean, and counselor) conference with parent and student and one day in house suspension</p> <p>2<sup>nd</sup> time – 3 day in house suspension and 4<sup>th</sup> day parent shadow</p> <p>Law enforcement notification when appropriate</p>	<p>1 to 3 day suspension</p> <p>Law enforcement notification</p> <p>Alternative educational Placement or extended in house suspension</p> <p>Consideration for an Opportunity Transfer (OT)</p>

## LEVEL ONE INFRACTIONS *(Subject to Revision)*

<b>Minor classroom disruptions</b>	<ul style="list-style-type: none"> <li>• Writing notes</li> <li>• Sitting in wrong seat</li> <li>• Handling other's materials</li> <li>• Playing with materials</li> <li>• Dress code violations</li> <li>• Not listening</li> <li>• Chewing gum</li> </ul>	<ul style="list-style-type: none"> <li>• Personal grooming</li> <li>• Out of seat</li> <li>• Littering</li> <li>• Talking while teacher is talking</li> <li>• Passing notes</li> <li>• Leaning in chair</li> </ul>	<ul style="list-style-type: none"> <li>• Putting feet on furniture</li> <li>• Food/drink in classroom</li> <li>• Multiple requests to leave classroom</li> <li>• Running in class or hallway</li> <li>• Tardiness</li> </ul>
<b>Not prepared for learning</b>	<ul style="list-style-type: none"> <li>• Book not covered</li> <li>• Non-participation</li> <li>• PE non-dress</li> </ul>	<ul style="list-style-type: none"> <li>• No homework</li> <li>• No effort to do work</li> </ul>	<ul style="list-style-type: none"> <li>• Not following directions</li> <li>• Failure to bring materials</li> </ul>
<b>Disrespect towards others</b>	<ul style="list-style-type: none"> <li>• Excessive or loud talking</li> <li>• Verbal harassment</li> <li>• Rude</li> </ul>	<ul style="list-style-type: none"> <li>• Yelling out</li> <li>• Not responding to teacher directions</li> <li>• Talking back</li> </ul>	<ul style="list-style-type: none"> <li>• Silly or immature behavior</li> <li>• Inappropriate language</li> <li>• Profanity</li> </ul>

# *Marina del Rey Middle School and Performing Arts Magnet*

## **Title I Parent/Student/Teacher Involvement Compact**

Our school philosophy is for families, students and school staff to work in partnership to help each student reach his/her potential. As partners we agree to the following:

### **As a student I will:**

- Believe that I can learn and will learn.
- Read for at least 30 minutes, five days a week.
- Come to class on time, ready to learn with supplies and assignments completed.
- Set aside time every day to complete my homework and participate in some physical activity.
- Study to prepare myself for 8<sup>th</sup> grade culmination and high school graduation.
- Know and follow the school's discipline policies and class rules.
- Follow the school's uniform/dress code policy.
- Regularly talk to my parents and my teachers about my progress in school.
- Work to create a positive and safe school atmosphere by avoiding bad language and actions that may hurt others.
- Respect my school, classmates, staff and family.

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### **Student's Signature**

### **As a parent/guardian or family member I will:**

- Talk to my child regularly about the value of education.
- Monitor TV viewing and make sure that my child reads every day.
- Make sure that my child attends school every day, on time, with school supplies and homework completed.
- Support the school's discipline and uniform/dress code policies.
- Monitor my child's progress in school and learn about culmination and high school graduation requirements.
- Make every effort to attend school events such as parent-teacher conferences, Open House and Back-to-School Night.
- Ensure that my child gets adequate sleep, regular medical attention, proper nutrition and regular physical activity.
- Participate in shared decision making with school staff and other families for the benefit of students.
- Respect the school, staff, students and families.
- Voluntarily take part in the home visits and/or school meetings.

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### **Family Member's Signature**

### **As a teacher I will:**

- Communicate high expectations for all students and provide high quality curriculum.
- Develop lessons based on the CA State Standards to prepare students for the CAHSEE and post secondary education.
- Endeavor to motivate my students to learn and to involve students in classes that are interesting and challenging.
- Participate in professional development opportunities that improve teaching and learning and that support the formation of partnerships with families and the community.
- Enforce rules equitably and involve students in creating a safe and caring learning environment in the class.
- Communicate regularly with families about their child's progress in school.
- Provide assistance to families concerning 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.
- Voluntarily take part in the home visits and/or school meetings.

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### **School Representative's Signature**

**We make a commitment to work together to carry out this agreement.**



## **LAUSD ACCEPTABLE USE POLICY (Adopted by the Board on April 25, 2006)**

The District's Acceptable Use Policy ("AUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by the District (the "network."). **Only current students or employees are authorized to use the network.**

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and harmful to minors* over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

**Acceptable Uses of the LAUSD Computer Network or the Internet:** Schools must verify each year students using the computer network and Internet access for that school year have a signed page acknowledging this policy. Students who are under 18 must have their parents or guardians sign this page and schools must keep it on file. Once signed that permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the District's network due to violation of this policy or is no longer an LAUSD student. Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate District personnel. Access is provided primarily for education and District business. Staff may use the Internet, for incidental personal use during duty-free time. **By using the network, users have agreed to this policy.** If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate District personnel.

**Unacceptable Uses of the Computer Network or Internet:** These are examples of inappropriate activity on the District web site, but the District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by District as inappropriate.

- **Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;**
- **Criminal activities that can be punished under law;**
- **Selling or purchasing illegal items or substances;**
- **Obtaining and/or using anonymous email sites; spamming; spreading viruses;**
- **Causing harm to others or damage to their property, such as:**
  1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
  3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
  4. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
  5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- **Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:**
  1. Using another's account password(s) or identifier(s);
  2. Interfering with other users' ability to access their account(s); or
  3. Disclosing anyone's password to others or allowing them to use another's account(s).
- **Using the network or Internet for Commercial purposes:**
  1. Using the Internet for personal financial gain;
  2. Using the Internet for personal advertising, promotion, or financial gain; or
  3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

### **Student Internet Safety**

1. Students under the age of eighteen should only access LAUSDnet accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use;

2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have met only on the Internet; and
4. Students must abide by all laws, this Acceptable Use Policy and all District security policies.

**Penalties for Improper Use**

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

**Disclaimer**

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District’s network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

**I have read, understand, and agree to abide by the provisions of the  
Acceptable Use Policy of the Los Angeles Unified School District.**

Date: _____	School: _____
Student Name: _____	Student Signature: _____
Parent/Legal Guardian Name: _____	Parent/Legal Guardian Signature: _____

*Please return this form to the school where it will be kept on file. It is required for all students that will be using a computer network and/or Internet access.*

## **Los Angeles Unified School District Parent/Guardian Publicity Authorization and Release**

Dear Parent/Guardian:

The Los Angeles Unified School District requests your permission to reproduce through printed, audio, visual, or electronic means activities in which your pupil has participated in his/her education program. Your authorization will enable us to use specially prepared materials to (1) train teachers and/or (2) increase public awareness and promote continuation and improvement of education programs through the use of mass media, displays, brochures, websites, etc.

1. Name of Pupil (please print) \_\_\_\_\_
2. Birth date (please print) \_\_\_\_\_
3. Name of Parent (please print) \_\_\_\_\_

- a. I, as a parent of guardian, of the above named pupil fully authorize and grant the Los Angeles Unified School District and its authorized representatives, the right to print, photograph, record, and edit as desired, the biographical information, name, image, likeness, and/or voice of the above named pupil on audio, video, film, slide, or any other electronic and printed formats, currently developed, (known as “Recordings”), for the purposes stated or related to the above.
- b. I understand & agree that use of such recordings will be without any compensation to the pupil or the pupil’s parent or guardian.
- c. I understand and agree that the Los Angeles Unified School District and/or its authorized representatives shall have the exclusive right, title, and interest, including copyright, in the Recordings.
- d. I understand and agree that the Los Angeles Unified School District and/or its authorized representatives shall have the unlimited right to use the Recordings for any purposes stated or related to the above.
- e. I hereby release and hold harmless the Los Angeles Unified School District and its authorized representatives from any and all actions, claims, damages, costs, or expenses, including attorney’s fees, brought by the pupil and/or parent or guardian which relate to or arise out of any use of these Recordings as specified above.

**My signature shows that I have read and understand the release and I agree to accept its provisions.**

4. Signature of Parent/Guardian: \_\_\_\_\_
5. Date Signed: \_\_\_\_\_
6. Address (Number, Street, Apartment Number): \_\_\_\_\_
7. City 8. State 9. Zip Code: \_\_\_\_\_
10. Telephone: \_\_\_\_\_

**Granting of permission is voluntary. Please return completed form to school.**

**11. Principal Approved as to form by the Office of the General Counsel.**

This form shall not be amended without written approval of both the Office of the General Counsel and the Office of Communications/Public Information.