

# Hall Middle School

**A California Distinguished School  
A National Blue Ribbon School**

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## **INTRODUCTION**

WELCOME TO HALL MIDDLE SCHOOL. This handbook is intended to provide parents, students, and the community with useful information about our school. We hope it will help you feel a little more familiar with the outstanding programs, policies, and people that constitute our Hall community.

*This 2006-2007 Binder Reminder belongs to:*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

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## General Information

**Arrival at School:** Staff supervision on campus does not begin until 8:00 am. Therefore, students may not arrive at school prior to 8:00 am. Students who arrive between 8:00 and 8:15 should report directly to the library.

**Change of Address or Phone / Emergency Card:** If you move or change employment, please advise the school immediately. Also, please advise us of any changes to the emergency contact information, as prompt contact in case of emergency is critical.

**Emergency Procedures:** The Larkspur School District Safety Committee has developed a set of procedures for Hall Middle School to follow in the case of an emergency. All members of the staff have been trained in the procedures and all students are instructed in what to do in case of various emergencies. We have monthly fire drills, earthquake drills, and disaster drills that are observed by the Larkspur Fire and Twin Cities Police Departments. During fire drills, students are able to evacuate the facility and assemble on the blacktop area in one minute or less. During earthquake drills we practice the "duck, cover and hold" procedure and vacate the rooms when it is safe. We have a supply of water and food, and in addition, a space blanket for each child and portable sanitation equipment.

If school needs to be closed for any emergency, the decision will be made by the superintendent before 6 a.m. The superintendent will notify radio stations **KGO - 810 AM**, and **KCBS - 740 AM** as well as the Corte Madera emergency broadcasting station **1330 AM** and TV stations **KPIX - Channel 5** and **KTVU - Channel 2**.

If an emergency situation occurs when students are in school, students will be kept at school until they are picked up by an adult that you have authorized on your child's emergency card.

**Fees:** Fees are charged when school issued equipment has been lost or damaged. Students are responsible for the following items:

Lock	\$8.00
P.E. uniform	\$12.00 for shirts \$12.00 for shorts
P.E. sportfolio	\$2.00
Binder Reminder	\$8.00
Library books	Replacement cost
Textbooks	Replacement cost

**Physical Education:** Each student is required to wear HMS shorts and shirts for physical education

classes. They sell for \$24.00 a set. Students will need to bring tennis shoes for P.E. There are no shower facilities at school. P.E. uniforms should be washed at least once a week.

Requests for a child to be excused from active physical education should be sent to the P.E. teacher through the office. If the request is in excess of five (5) days, a note from a doctor is required. A disability which requires a long period of time will be handled on an individual basis. All other requests to be excused from P.E. will be up to the teacher's judgment and handled on an individual basis.

**School Supplies:** It is recommended that each student bring the following materials to school:

- 3 hole punched wide ruled binder paper (not spiral)
- 3 ring binder with dividers and tabs for each subject
- #2 pencils, eraser, erasable pens, standard/metric ruler
- four-function calculator
- zippered pouch for a 3-ring binder

**Student Visitors:** Visiting students are not allowed on campus during school hours or allowed to attend class with Hall students.

## Attendance

The student has the responsibility to be punctual and attend classes on all regularly scheduled school days. Regular attendance is necessary in order to make the most of the school year, as well as develop work habits that could serve for a lifetime.

**Reporting an Absence:** Attendance is centralized in the office where admit slips are issued after returning from an absence. When students are absent, parents are required to phone 927-6956 the morning of the absence for verification. The message must identify the student's name, date(s) of absence, and the reason for absence. Absences without written or phoned excuses will be considered unexcused until cleared through the office. The only excused reasons for being absent or tardy are illness, medical appointments, death in the immediate family, and religious observances.

**Tardy Policy:** Students who accumulate four unexcused tardies in one class for a quarter will receive an after school detention. A detention will be given for each additional unexcused tardy in that quarter. Car trouble, oversleeping, finishing assignments, and traffic are considered unexcused tardies.

**Leaving School Early:** Students who need to leave school early must bring a note from their parent to the office before school on the day they are leaving early. The student will then receive an early release slip and their teachers will be notified of their early dismissal. When picking up their students early, parents should come directly to the office, not the classroom. Students returning to campus must check-in at the office. Please make every effort to schedule doctor and dentist appointments outside of school hours.

**Make-Up Work:** Students are required to make up work missed during any absence and will be allowed the number of days equal to the length of the absence to make up your work for an excused absence. This does not apply to previously assigned work or tests. It is the student's responsibility to ask a teacher for work missed.

In the event of a prolonged illness, please notify the attendance clerk. Homework assignments may be obtained if the absence exceeds three days.

**Independent Study Agreements:** The Larkspur School District has adopted the Independent Study program to enable students to receive academic credit in situations that require an absence from school. An independent study agreement is not intended to be a substitute for attending class; **it is an alternative designed to meet emergency family needs.**

Independent study between 5 and 10 consecutive days may be designed that extends the current course of instruction. The school must receive a request for independent study 48 hours prior to the dates of the absence. All completed work must be delivered the day that the student returns or no grade will be given for the work. Parents have the responsibility to monitor and verify completion of assigned tasks. If the student fails to complete the assignments, independent study will not be given in the future. It is the responsibility of the student to obtain missed assignments for unexcused absences.

The Superintendent may approve the participation of students requesting independent study for a period exceeding 10 consecutive school days. Students who have unexcused absences greater than 10 consecutive days who do not have an approved independent study agreement will no longer be enrolled in the district. Reasonable effort will be made to re-enroll students in the same class if they return.

## Student Services

**Library:** The library is open daily from 8:00 am to 4:00 pm. A librarian and library aide are available to assist students. In the library students will find books, magazines, computers, internet access, a laser printer and copy machine. Students are responsible for returning their books on time. Library privileges will be denied to any student who does not comply with library rules.

**Hall Informer:** Every day in homeroom the Hall Informer is read to students. It includes valuable daily information, including information about upcoming events, lunchtime activities, and club meetings. It is also available at the Hall website.

**Lunch:** Students eat by grade level in assigned areas. Seventh and eight grade eat the first fifteen minutes of lunch, fifth and sixth graders eat the last fifteen minutes. Glass bottles are not allowed at school. Students may not leave the campus during the lunch hour. A free or reduced lunch program is available to families who qualify. To determine eligibility, please contact the school office.

**Lost and Found:** Students losing articles of clothing, personal belongings, back packs, or lunch bags are advised to check the lost and found table. Please mark all belongings with your name for easy identification. Unmarked clothing and larger articles are kept until the end of the quarter and then turned over to a charitable agency. Unclaimed valuables and money become the property of the finder at the end of a month.

**Phone Calls:** Students may use the office telephone for any making calls. A public phone is also available for students to use before school, during recess, lunch, and after school.

**Lockers:** All lockers are the property of the school. They may be inspected at any time without prior notice if there is a safety concern. A locker and a combination lock are assigned to each 6<sup>th</sup> – 8<sup>th</sup> grade student. If a lock needs to be replaced because it was lost, stolen, or broken through negligence, the student must pay \$8.00 for a new lock. No locks other than school issued locks may be used.

Lockers are to be kept clean and in good repair. They are not to be defaced with writing, stickers, or any markings. Doors should not be slammed. Combinations should be kept secret.

# Academics

**Report Cards:** Report cards are issued on a quarterly basis. Please verify that you have received your child's report card by signing the form for each quarter in this Binder Reminder.

**Progress Reports:** Any 6<sup>th</sup>-8<sup>th</sup> grade student receiving a "C-" or below will be issued a Progress Report at the midpoint between each report card period. This report is intended to provide both parents and students with important information regarding their academic performance in particular subject areas. Please contact your student's teachers if you have any questions regarding your child's academic progress.

**Grading Policy:** The following grades are used at Hall Middle School:

A	Superior work	4 points
B	Very good work	3 points
C	Average work	2 points
D	Below average	1 point
F	Failing work	0 points

**Student Recognition:** In an effort to recognize positive student academic achievement and behavior, Hall Middle School sponsors several student recognition programs to acknowledge and reward model achievement and spirit, and to express our appreciation for the hard work and the care and concern shown to others. We recognize students by:

- **Cougar Cards** - Special cards are awarded to students by their teachers when they are found doing something positive. These cards can then be used for a regularly scheduled special prize drawing.
- **Student of the Month** – Two students from each grade level are recognized by teachers each month for extraordinary effort or exceptional concern for others.
- **Honor Roll/Principal's List** - Students who achieve a GPA of 3.5 or greater qualify for the Honor Roll. Students who achieve a 4.0 GPA (all "A's") qualify for the Principal's List. The PTA provides a special treat each quarter for Honor Roll and Principal's List students.
- **Community Service** - Each year at Hall Middle School we have opportunities for students to participate in a variety of community service activities. Some of these take place on the Hall campus (Campus Improvement, the Chalk Festival, the Warm Clothing Drive, the Adopt-a-Family program), others are available through organizations and activities around the county or the ingenuity of individual students as they find ways to serve in the community.

Participating in community service is not mandatory at Hall Middle School. However, 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> grade students who choose to perform **eight** hours of service during the year are eligible for membership on the Community Service Honor Roll. Eighth graders who perform **twelve** hours of service during the year will receive special recognition on their diplomas. All students who meet these requirements will be thanked for their efforts at an ice cream social and receive a certificate at the end of the year assembly. In order to receive service credits, students need to turn in a completed and signed Community Service Hours Slip to the Hall office after each event.

- **Awards Assemblies** - In June, special awards assemblies are held to recognize student achievement in all of the program areas.

**Homework:** Homework is assigned on a regularly scheduled basis for all academic classes. Teachers at each grade level coordinate their homework assignments so that they are aware of the total amount of homework a student has each night. Students are expected to write down all homework assignments in their Binder reminder. The information should include an exact assignment and when the assignment is due. Homework for the average child should take approximately 40 minutes to an hour an evening for 5<sup>th</sup> grade, 1 - 2 hours for 6<sup>th</sup> and 7<sup>th</sup> grades and 1.5 to 2.5 hours for 8<sup>th</sup> graders.

**Graduation:** In order to participate in graduation and all of the eighth grade activities, an 8<sup>th</sup> grader must successfully meet all academic and behavioral requirements:

**Academic Requirements:** In order to participate in the graduation activities of Hall Middle School, an 8<sup>th</sup> grader must successfully complete all of the following:

- Three math projects
- ETF (Education Task Force) Literacy Portfolio
- Rube Goldberg Science Project
- Physical Education Sportfolio
- Earn a "C" or higher on the Constitution Test
- A student may not have more than one year-end grade of "F"

**Behavioral Requirements:** Referrals in the **spring semester** affect eligibility for participation in graduation-related activities:

4 or more referrals	Loss of 8 <sup>th</sup> grade field trip
5 or more referrals	Loss of graduation dance
6 or more referrals	Loss of graduation ceremony

## Student Activities

**Academic Eligibility:** Students (6-8) must maintain above a 2.0 GPA and receive no "F" grades in order to be academically eligible to participate in extra-curricular activities. Students who do not meet these requirements on their quarter report card may not participate in extra-curricular activities, including school dances, student council, enrichment activities, the fall musical, and athletics for the next quarter. Students regain their eligibility when they have at least a 2.0 and have no F grades on a quarter report card.

**Behavioral Eligibility:** Any student who receives four or more referrals (behavioral detentions or suspensions) per semester will be ineligible to participate in extracurricular activities, including school dances, student council, enrichment activities, the fall musical, and athletics for the balance of the semester. Students begin fresh at the beginning of each semester. Students may participate in the end of the year field trip only if they maintain eligibility in the spring semester. Any student with four referrals in the spring semester will not be eligible to attend.

**Clubs:** Students with special interests are encouraged to form a club. Each club must have a staff advisor. Currently students participate in the following clubs: gymnastics, knitting, gamers and bridge.

**Dances:** In order to attend the dances, students must bring a signed permission slip and be academically and behaviorally eligible. Dances are held in the gym from 7-10 pm. Students will not be permitted after 7:30 unless prior arrangements have been made with the principal. The dances are for seventh and eighth grade Hall students only.

**Enrichment Activities:** A variety of activities are available to engage and challenge students. Spelling Bee, Geography Bee, Mathletes, Debate, and Odyssey of the Mind are available for students. These activities can meet before school, during lunch or after school.

**Fall Musical:** The fall musical is open to all Hall students not on any Inactivity List. Rehearsals occur after school in preparation for a performance in early December.

**Student Council:** The primary purpose of Student Council is to promote school spirit and pride, sponsor special events and fund raising, plan and coordinate student activities, and serve as a voice of the students with staff, other schools, and the community. Every semester a new Student Council is elected. Seventh and eighth grade students who meet the eligibility requirements may run for elected

office. Students can also participate in student government by serving as a Homeroom Representative.

The core of the Student Council consists of eight officers: President, Vice President, Secretary, Treasurer, two Student Activities Coordinators, and two Publicity Coordinators. There is also a representative from each homeroom class.

**Sports:** Hall Middle School has an after school sports program for all grade levels. Competition is between other middle schools. Students can participate in cross country in the fall and track and field in the spring. After school sports are run by Larkspur Park and Recreation. Students may only participate in after school sports if they maintain academic and behavioral eligibility.

**Only students who are in attendance on the day of an after-school or evening activity may participate in that activity.**

## Student Conduct

All students at Hall Middle School are entitled to an education in a positive environment that is safe and conducive to learning. Our staff is committed to providing a supportive atmosphere where each student can attain her fullest potential. High standards of behavior are expected at Hall Middle School, not only on campus and in the classrooms, but also at all school functions. Students not complying with these standards will be disciplined depending on the severity of the infraction. The severity of the consequences will increase with the number of infractions.

Equally important is the recognition given to students for appropriate behavior and good citizenship. Some of these have been explained previously and represent the cornerstone of our efforts to secure a safe and orderly environment which promotes student self-esteem and academic achievement.

To provide a positive educational atmosphere, we feel the following behaviors are necessary. Each student is expected to:

- Be respectful to others
- Be prompt and regular in attendance
- Follow assigned schedules
- Arrive at class with the appropriate materials and be prepared to participate fully.
- Move about the campus in an appropriate manner
- Follow classroom procedures
- Use equipment and supplies properly

A student who is remiss in the performance of any of these behaviors will be reminded of the appropriate,

expected behavior. Refusal will result in immediate disciplinary action which may include recess or lunch detention, community service, or suspension.

**Academic Honesty Policy:** See page 8.

**Bicycle Rules:** All bikes must be locked in the rack or the privilege of bringing the bike to school may be rescinded. Bikes may not be ridden on school grounds. Students riding bikes must walk their bikes between the street and the bike racks before and after school. In accordance with state law, a helmet must be worn at all times while riding a bike to and from school.

**Cell Phones:** Cell phones may not be used at school. They must be turned off and kept in a locker during the day. Fifth grade students must keep their phones in the backpack during the day. Phones may be used immediately after school. The first violation of the cell phone policy will result in a detention and the phone being kept in the office for a day.

**Closed Campus:** Hall is a closed campus. Students may not leave the school grounds during the day.

**Detention:** Students who earn detentions serve them during lunchtime, participating in campus beautification. Failure to serve detention will result in double detention.

**Dress Code:** Extremes in dress and grooming are not appropriate, especially if they distract from our primary purpose of learning. Students are expected to dress in a neat and appropriate manner. Bare midriffs, bare shoulders, sleepwear, short shorts, and tops with spaghetti straps are not allowed. Underwear must not be visible. Clothing may not have any drug or alcohol references or any gang affiliation. Shoes must be worn at all times. Hats may not be worn indoors.

**Playground/Field Expectations:** Students are expected to play safely with one another. Students may not push, pull, trip, kick or tackle one another. On the play structure, students must not spin other students or stand on the spinning disk.

**Prohibited Items:** Items that are a distraction to the educational program are to be left at home. This includes, but is not limited to, radios, tape cassette and CD players, Walkmans, iPods, cameras, glass bottles, sling shots, water guns, balloons, walkie-talkies, and fireworks of any type. These items will be confiscated and held in the office and will be returned to the parents only. Students may not listen to iPods on campus at any time. Gum is not allowed at school.

**Scooter Rules:** The same rules apply for scooters as for bicycles with one exception: scooters must be folded and walked from the street and kept in a

student's locker. Motorized scooters are not allowed.

**Skateboard and Rollerblade Rules:** Students will be permitted to use skateboards or rollerblades to ride to or from school only if they receive written permission from their parents and adhere to specific rules. Rollerblading or riding a skateboard to school is a restricted privilege. If students do not adhere to the rules related to skateboarding and rollerblading, the privilege will be revoked. Permission forms are available in the main office.

**Suspension:** Under Education Code, section 48900, the following are **grounds for suspension:** causing, attempting to cause, or threatening to cause physical injury to another person; possessing a dangerous object; possessing or being under the influence of alcohol or any other drug; vandalism, theft, possession or use of tobacco; sexual harassment; obscenity or habitual profanity; defiance of school authority; disruption of school activities.

## Student Services

**Counseling:** Ms. Yasuda, the school counselor supports students individually and in groups. Students, teachers, or parents may request the services of the counselor.

**Medication:** We are not allowed to give students **ANY** medication. If a student needs to take any prescribed medication during school hours, we must have a written statement from both parent and doctor on file. This form is available from the office. Medication will be kept in the nurse's office and must be labeled with the student's name and the required dosage.

**Parent Conferences:** All fifth grade students have a conference in the fall and the option of a second one in the spring. Conferences for 6<sup>th</sup>-8<sup>th</sup> graders are held based on parent or teacher request. Your child has 4-6 teachers and each teacher is responsible for 80 - 125 students. Because of this, all students do not have annual conferences. The best way to get and share information about your child is to contact your child's teachers via phone or email.

**Special Education Referral:** The Marin Special Educational Local Plan Area carries out a variety of activities to ensure that individuals with disabilities residing within its jurisdiction are identified, located and evaluated. Parents who believe that their children may have a disability can make a written request for assessment to the school principal.

# Hall Middle School Academic Honesty Policy

The following actions are violations of the Academic Honesty Policy:

- 1. Claiming credit for work that is not your own.**  
*Examples: copying someone else's homework, assignments, test answers, or downloading work from the Internet.*
- 2. Allowing others to claim credit for your work.**  
*Examples: allowing others to view or copy your homework, assignments, test answers, etc.*
- 3. Submitting work substantially done by someone else (parent, tutor, sibling, etc.).**
- 4. Plagiarism: Copying or paraphrasing, in whole or in part, published works or the ideas of others without proper citation. Downloading of documents without citing the source is plagiarism.**  
*Examples: copying and pasting the words of someone else without proper citation, using the ideas of someone else without giving credit.*
- 5. Using, or having in view, notes or other unauthorized material including technology during a test or other assessment.**
- 6. Being involved in unauthorized communication during a test or other assessment.**
- 7. Submission of work for one class that has already been accepted for credit in another class or school without prior authorization.**
- 8. Accessing or providing unauthorized material prior to assessment, including revealing test information.**  
*Example: Sharing information about questions on a test with students who have not yet taken it or receiving information about a test from students who have taken it.*
- 9. Forgery**  
*Example: signing documents intended to be signed by your parents.*

## Consequences

Students who violate the Academic Honesty Policy will be subject to the following consequences:

### First Incident

Student receives a zero on the submitted work or test.

Parent notification.

Incident recorded in student's disciplinary file.

Grade level teachers may also request a conference with student, parent, teacher and principal

Additional Incidents: In addition to the above, may include:

Detention

School community service

Exclusion from class

Suspension

Failing grade in the course

Conference with student, parent, teacher and principal

# Bibliography

Format (Revised 6/06)

A **Bibliography** or list of **Works Cited** is an alphabetized list of sources (books, periodicals, web pages, images, interviews, etc.) used in a report, brochure or presentation. Every report must include a **Bibliography**.

The list should be **alphabetized** according to the first word of each entry. Because it is important to use the same format throughout a bibliography, you should follow the examples given for each of the different types of sources. Pay particular attention to the punctuation in these examples - quotation marks, commas, colons, periods, etc. Also make sure to indent the second line and any additional lines of an entry. The completed **Bibliography** should be placed at the end of the report and should include all sources of information including pictures. **Do not number your bibliography entries.**

## Books (MLA 4.6)

**Author's Last name, First name. *Title of Book.* (In italics or Underlined) City of Publication: Publisher, Copyright date.**

### Examples:

Hirsch, Joseph and Betty Smith. *The Dictionary of Cultural Literacy*. Boston: Houghton Mifflin, 2004.

Sattler, Helen Roney. *The Book of North American Owls*. New York: Clarion, 1996.

## Encyclopedias (MLA 4.6)

Author of article. (If available) "Title of article." *Name of the Encyclopedia*. Copyright date. (followed by ed.)

### Examples:

Bruning, Donald F. "Hummingbird." *The World Book Encyclopedia*. 2005 ed.

"Satellite." *The World Book Encyclopedia*. 1998 ed.

## Internet (MLA 4.9)

**You must have the title of the web site, the retrieval date (this is the date you got the information and it should always be written - day month year) and the http:// address (URL)**

Author's last name, First name. *Title of the web page*. Retrieval date. Complete Internet Address.

### Examples:

Arnett, Bill. *Mercury*. 22 June 1999. <http://seds.lpl.arizona.edu/nineplanets/nineplanets/mercury.html>.

*Neil Cummins Elementary School Library Resources*. 14 June 2005. <http://www.larkspurschools.org/nc/library>.

## Magazine, Newspaper or Encyclopedia article from On-line database

Author's last name, First name. "Title of the article." *Name of the Magazine, Newspaper or Encyclopedia*. (In italics or underlined) Date of publication. Name of Database. Retrieval date. Internet address of database.

### Examples:

Churchman, Deborah. "Super Spider Silk." *Ranger Rick*. May 1995. EBSCO. 09 April 2003. <http://search.epnet.com/>

Wharton, Annabel Jane. "Byzantine Art." *World Book Online*. 2002 ed. World Book, Inc.  
29 Mar. 2002. <http://worldbook.online.com>.

## Interview

Last name of person interviewed, First name. Personal interview. Date of interview.

### Example:

Smith, John. Personal interview. 24 Feb. 2005.

## E-mail

Author's last name, First name. Author's e-mail address. "Subject line from e-mail."  
Date of e-mail.

### Example:

Halpern, Carol. [chalpern@marin.k12.ca.us](mailto:chalpern@marin.k12.ca.us). "Library solutions." 12 March 2005.

## Video or DVD

*Title*. (In italics or underlined) Director's name. (If available) Video or DVD.  
Copyright date.

### Examples:

*In the Path of a Killer Volcano*. NOVA. DVD. 1993.

*Where the Lilies Bloom*. Dir. William A. Graham. Video. 1973.

## Television or Radio Program

"Title of episode." *Title of show*. Local Channel Name, Place, Broadcast. Day Month  
Year.

### Example:

"Seniors: What Keeps Us Going." *Sixty Minutes*. CBS. KPIX, San Francisco, Broadcast.  
3 January 1999.

## Bibliography

(Sample)

Arnett, Bill. *Mercury*. 22 Oct. 1999. <http://seds.lpl.arizona.edu/nineplanets/mercury.html>.

Bruning, Donald F. "Hummingbird." *The World Book Encyclopedia*. 2005 ed.

Hirsch, Joseph. *The Dictionary of Cultural Literacy*. Boston: Houghton  
Mifflin, 2004.

*Neil Cummins Elementary School Library Resources*. 12 June 2004. <http://www.larkspurschools.org/nc/library>.

"Satellite." *The World Book Encyclopedia*. 1998 ed.

Sattler, Helen Roney. *The Book of North American Owls*. New York:  
Clarion, 1996.

## Electronic Information Resources

Electronic information resources are available to students at Hall Middle School. The District believes that use of instruction technology (including computers and the Internet) offers unique resources for students and teachers. These resources include the use of the computer to access the Local Area Network, Wide Area Network and Internet services.

### General Guidelines:

- **Be Polite and Show Respect:** When using the computer to write, send or to receive messages or information, always use kind and proper language and abide by the rules of friendliness. Treat others with respect. Do not engage in any activity that may promote harassing, insulting or attacking others or ethnic, gender, or racial slurs.
- **Be Honest and Obey the Rules:** Do not do things on the computer that would be against the rules, the law, or may be looked upon as dishonest. Do not use the computer to promote violence or engage in illegal or gang activity. Do not send or display hateful or pornographic messages or pictures. Do not download or access chat rooms without staff supervision. Do not receive or transmit information pertaining to instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices. Users shall not use the system to encourage the use of drugs, alcohol or tobacco. Students will use the computer and the Internet for appropriate educational purposes only.
- Do not place copyrighted material on the system without the author's permission. Users may download copyrighted material for their own use only.
- Users will not plagiarize works that they find on the Internet.
- It is advised that students not tell or show others any personal or family information over the Internet, such as: home address, phone numbers, passwords, personal photos when used with names, or Social Security numbers.
- Do not log on or use another person's account. Reading, deleting, changing, or copying files and / or data belonging to other users without their permission are not allowed.
- You must not vandalize or abuse the equipment.
- Users shall report any security problem or misuse of the services to the teacher or principal.

### Student Access to Inappropriate Online Material -- Assumption of Risk by Parent

Teachers and other school personnel monitor access to the Internet through school computers. Every effort will be made to limit access to those online services that have been authorized for study and research. However, determined users may be able to access services and communicate with people on the Internet, and students

may intentionally or unintentionally gain access to information and communications that they or their parents or guardians find inappropriate, offensive, controversial, or otherwise objectionable. This may include:

- Unauthorized computer access ("hacking") and other unlawful activities by minors
- Unauthorized disclosure, use, and dissemination of personal information regarding minors
- Illegal and/or immoral acts
- Pornography
- Messages containing threats or language constituting racial and/or cultural hatred
- Pages containing profanity, including song lyrics
- Unauthorized use of chat rooms; game or game cheat sites; or music, movie, or software
- Download sites (e.g., Limewire)

By consenting to allow your child to use the Internet, you assume the risks listed above.

**Discipline:** The Larkspur School District Internet System is being filtered through the Marin County Office of Education. Student use of the Internet is monitored and any student who abuses acceptable use, which includes, but is not limited to: copyrighted material, threatening or obscene material, pornography, gambling, and inappropriate language will be subject to discipline.

Students who violate the district's policy may have their computer use privileges suspended or revoked, and may incur other discipline as set forth in the Student Discipline policy.

### Student Network Conduct Code

- ✓ I will be courteous, respectful, and honest toward others.
- ✓ I will act responsibly and accept consequences for my actions.
- ✓ I will treat equipment with care and caution.
- ✓ I will show respect for school and personal property.
- ✓ I will be prepared to learn and use time wisely.
- ✓ I will listen to the teacher and follow directions.
- ✓ I will use the computer and Internet at appropriate sites only.
- ✓ If I am given a password or user ID, I will keep it private.
- ✓ I will not give out personal information about my family or myself over the Internet.
- ✓ I understand that if I do not follow these guidelines, I could receive time out from computer use, loss of computer privileges, in-school suspension instead of computer lab time, or other more serious disciplinary consequences depending on the circumstances.

# Signature Page

.....  
**BINDER REMINDER VERIFICATION**

Our signatures verify that my child and I have read the binder reminder and understand the guidelines for behavior, the Academic Honesty Policy and the computer use expectations.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Student signature

.....  
**1st QTR REPORT CARD**

My signature indicates that I have seen my child's report card.

\_\_\_\_\_  
Parent signature

Date: \_\_\_\_\_

.....  
**2nd QTR REPORT CARD**

My signature indicates that I have seen my child's report card.

\_\_\_\_\_  
Parent signature

Date: \_\_\_\_\_

.....  
**3rd QTR REPORT CARD**

My signature indicates that I have seen my child's report card.

\_\_\_\_\_  
Parent signature

Date: \_\_\_\_\_

# Goals

## 1st QTR

My goals:

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Self-assessment with parent at the end of the quarter:

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## 2nd QTR

My goals:

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Self-assessment with parent at the end of the quarter:

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## 3rd QTR

My goals:

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Self-assessment with parent at the end of the quarter:

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## 4th QTR

My goals:

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Self-assessment with parent at the end of the quarter:

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# August 2006

August 2006						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Schedule Pick Up WEB Orientation	29 First Day of School	30	31		

# September 2006

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Labor Day – No School	5	6	7	8 Picture Day	9
10	11	12	13	14 Minimum Day Back to School Night 6:30 pm	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# October 2006

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Local Holiday – No School	3	4	5	6	7
8	9	10	11 Picture Make Up Day	12	13 Great American Assembly	14
15	16	17	18	19	20 Staff Development Day – No School	21
22	23	24	25	26	27 End of 1 <sup>st</sup> Quarter	28
29	30	31				

# November 2006

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Report Cards Distributed	4
5	6	7	8	9	10 Veteran's Day – No School	11
12	13	14	15	16	17	18
19	20	21	22 Minimum Day	23 Thanksgiving Recess No School	24 Thanksgiving Recess No School	25
26	27	28	29	30		

# December 2006

December 2006						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1  Fall Musical	2  Fall Musical
3  Fall Musical	4	5	6	7	8	9
10	11	12	13	14  Winter Concert 7:00 pm	15	16
17	18	19	20	21	22  Minimum Day	23
24	25  Winter Recess	26  Winter Recess	27  Winter Recess	28  Winter Recess	29  Winter Recess	30
31						

# January 2007

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Winter Recess	2 Winter Recess	3 Winter Recess	4 Winter Recess	5 Winter Recess	6
7	8	9	10	11	12	13
14	15 Martin Luther King Jr Birthday – No School	16	17	18	19	20
21	22	23	24	25	26 End of 2 <sup>nd</sup> Quarter	27
28	29	30	31			

# February 2007

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 Report Cards Distributed	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 February Break	20 February Break	21 February Break	22 February Break	23 February Break	24
25	26	27	28			

# March 2007

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 Staff Development Day – No School	17
18	19	20	21	22	23	24
25	26	27	28	29	30 End of 3 <sup>rd</sup> Quarter	31

# April 2007

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6 Report Cards Distributed	7
8	9 Spring Break	10 Spring Break	11 Spring Break	12 Spring Break	13 Spring Break	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# May 2007

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10 Minimum Day Open House 6:30 pm	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Memorial Day No School	29	30	31		

# June 2007

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7 Spring Concert 7:00 pm	8	9
10	11	12	13	14	15 Last Day of School Minimum Day Graduation Ceremony	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30