

# STANLEY MIDDLE SCHOOL

## 2019-2020 STUDENT HANDBOOK



## HOME OF THE WILDCATS!

**STANLEY MIDDLE SCHOOL**  
3455 School Street  
Lafayette, CA 94549  
Principal: Betsy Balmat

Telephone: (925) 927-3530  
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**THIS STUDENT HANDBOOK BELONGS TO:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

## **Stanley Middle School**

3455 School Street · Lafayette, California 94549

### **PRINCIPAL'S MESSAGE**

Welcome to the 2019-20 school year at Stanley Middle School. Stanley is a place where everyone belongs, and where we all are Wildcats! This school year will be filled with chances for students to challenge themselves, take risks, explore, and learn, in a setting where they will feel supported and encouraged with every step they take. Throughout our campus, every staff member works to achieve our goals of challenging and inspiring our students during their adolescent years.

Stanley is a place of learning widely recognized for its academic success and the diversity of programs it offers to its students. We pride ourselves on a rigorous, comprehensive academic program and a wide variety of enrichment activities. In each classroom our amazing teachers create engaging lessons and learning opportunities which allow each and every student to grow..

We also believe strongly in the social and emotional development of all our students, and that we are charged with helping young people to grow into responsible and ethical citizens in a global society. To that end, we continue as a **CHARACTER COUNTS!**<sup>®</sup> school, emphasizing the six pillars of character: *Trust, Respect, Responsibility, Fairness, Caring and Citizenship*, and we embrace our theme this year of **What You Do Matters!**

As we navigate this year together, please stay involved and reach out whenever you need help.

Embrace your Wildcat Pride and have a great year!

Sincerely,

Betsy Balmat  
*Principal*



## **MISSION STATEMENT**

The mission of Stanley Middle School is to provide a quality education for all students based on critical thinking and high academic standards. Students and staff members will work collaboratively to maintain a nurturing environment that will contribute to the intellectual, creative, social, emotional, ethical and physical development of each member of our school community.

## **ESSENTIAL OUTCOMES:**

- Students and staff members will be given the opportunity, encouragement and assistance necessary to reach their individual potential and achieve mastery of school-wide standards.
- Students and staff will realize social, emotional, and ethical growth and cultural sensitivity.
- Students, staff, and community members will be given the opportunity and encouragement to be active and involved in extra-curricular, leadership and socially responsible activities.
- Students, staff, and community will utilize a variety of methods and information to evaluate the effectiveness of school-wide programs, practices and activities, and make the necessary adjustments to realize our shared vision.

**OUR HONOR CODE:** Students agree to participate in all activities with respect, responsibility, and integrity, and to practice honesty in the completion of all academic work, homework assignments, projects, texts, extra-curricular clubs, and sports. Students agree not to participate in cheating, forgery, or plagiarism. Students will treat each other with respect and will work to resolve conflicts with thoughtfulness, honesty and empathy.

**OUR COMMITMENT TO RESPECT:** Students and staff will treat all persons equally and respectfully and refrain from any form of teasing, bullying, aggression or discrimination, including the willful or negligent use of slurs, put-downs, or harassment against any person on the basis of race, ethnicity, religion, native language, gender, disability, sexual orientation, or political belief.





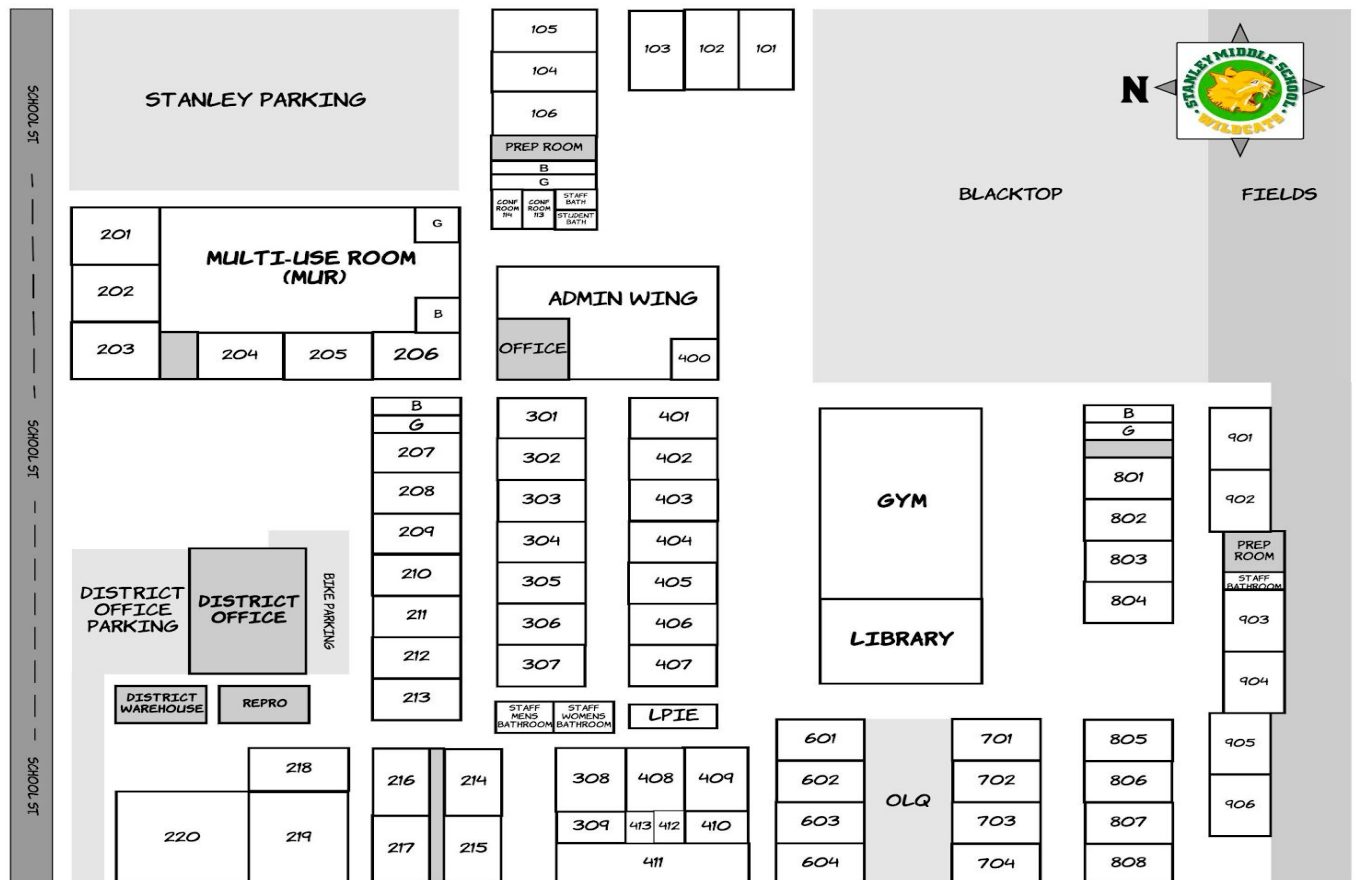
# Stanley Middle School



## Block Schedule

Monday		Tuesday		Wednesday		Thursday		Friday	
1	8:15 - 9:02	1	8:15 - 9:22	Collaboration 7:45 - 9:00		1	8:15 - 9:22	1	8:15 - 9:02
2	9:06 - 9:51			Prep 9:00 - 9:24				2	9:06 - 9:51
3	9:55 - 10:40	3	9:26 - 10:31	2	9:24 - 10:31	2	9:26 - 10:31	3	9:55 - 10:40
Br	10:40 - 10:52	Br	10:31 - 10:41	Br	10:31 - 10:41	Br	10:31 - 10:41	Br	10:40 - 10:52
4	10:56 - 11:41	5	10:45 - 11:50	4	10:45 - 11:50	3	10:45 - 11:50	4	10:56 - 11:41
5	11:45 - 12:30	Lu	11:50 - 12:35	Lu	11:50 - 12:35	Lu	11:50 - 12:35	5	11:45 - 12:30
Lu	12:30 - 1:15	6	12:39 - 1:44	5	12:39 - 1:44	4	12:39 - 1:44	Lu	12:30 - 1:15
6	1:19 - 2:04	7	1:48 - 2:53	6	1:48 - 2:53	7	1:48 - 2:53	6	1:19 - 2:04
7	2:08 - 2:53							7	2:08 - 2:53

## Stanley Middle School Campus Map





# Lafayette School District

## School Year Calendar

### 2019-2020

Board Adopted: 6-30-2018

First day of school 8/13/2019

Last day of school 5/29/2020

Revised 3-13-2019

186 Teacher Days

180 Student Days

**July 2018**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	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	29	30	31			

**AUGUST 2018**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8 WD	9 SD	10
11	12 WD	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**SEPTEMBER 2018**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 *ED	17 *ED	18 *ED	19 *ED	20 *ED	21
22	23	24	25	26	27 MPR	28
29	30					

**OCTOBER 2018**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 SD	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 ET		

**NOVEMBER 2018**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1 MT	2
3	4	5	6	7	8	9
10	11	12	13	14	15 RH	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**DECEMBER 2018**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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
29	30	31				

**JANUARY 2020**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10 MPR	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 **ED	31	

**FEBRUARY 2020**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13 ET	14	15
16	17	18	19	20	21 MT	22
23	24	25	26	27	28 RH	29

**MARCH 2020**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13 SD	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**APRIL 2020**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 MPR	18
19	20	21	22	23	24	25
26	27	28	29	30		

**MAY 2020**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					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	29	30
31						

**JUNE 2020**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 WD	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	29	30				

**Student Attendance Days**

- First & Last Day of School
- New Teacher Workday (no students)
- WD Teacher Workday (no students)
- SD Staff Development (no students)
- Non-school days
- Early Dismissal 12:15 pm

- ET** Elementary End of Trimester (10-31-19, 2-13-20)
- MPR** Progress Reports mailed (gr. 6-8) (9-7-19, 1-10-20, 4-17-20)
- MT** Middle End of Trimester (gr. 6-8) (11-1-19, 2-21-20, 5-29-20)
- \*ED** Elementary Parent Teacher Conf. (Sept. 16-20) (12:00 Dismissal gr. TK-5 only)
- \*\*ED** Stanley Parent Teacher Conf. (10-10-19, 1-23-20) (12:00 Dismissal gr. 6-8 only)
- RH** Report Cards Home (11-15-19, 2-28-20, 5-29-20)

**ACADEMIC HONESTY POLICY:** Stanley Middle School strives to create an environment of academic honesty wherein all students can produce original works with appropriate identification of the sources of information. (For information about properly citing academic sources, please visit this link: <http://sms-lafsd-ca.schoolloop.com/MLA7>.) Honesty is often defined as truthfulness and trustworthiness. Acts of academic dishonesty are of major concern to Stanley Middle School and include the following:

- **Cheating on Tests or Assignments:** Cheating is being dishonest on any exam, quiz, or assignment or when a student knowingly assists another in being dishonest on any exam, quiz, or assignment.
- **Plagiarism:** Plagiarizing is copying another's work, data, flash drive, homework assignments, or text/photos from a book, periodical or online site and claiming the work as your own.
- **Theft or Alteration of Materials:** Stealing is when a student takes material that is not his/her own. Altering is changing documents, class materials or a teacher's records. This includes a student involved in selling, distributing or accepting stolen testing materials or a student who refuses to cooperate in any investigation of cheating.
- **Sharing Work With Other Students:** Sharing answers or work on ANY type of assignment (class work, homework, test) is not acceptable when the work is expected to be done independently. BOTH students are considered to be cheating in this case and both students will be subject to discipline.

**Examples include but are not limited to:**

- Copying from another student (including a test, class assignment or homework assignment)
- Knowingly sharing test questions or answers with those who have not yet taken the test
- Using unauthorized materials/resources (cell phones, calculators, etc.)
- Submitting an essay written in whole or in part by someone else as one's own
- Using an assignment more than once, i.e. the same assignment for another teacher
- Preparing an essay or assignment for submission by anyone besides yourself
- Copying an assignment or essay or allowing one's assignment or essay to be copied by someone else
- Using direct quotations, sections of text or paraphrased material without acknowledgement
- Buying or selling essays or assignments
- Submitting whole or part of computer-generated documents or materials with or without minor modifications as one's own
- Forging signatures

**Consequences for Violating Stanley's Rules for Academic Honesty**

**First Offense:**

- "Zero" on assignment with comment reflected on Aeries about violation
- Phone call home from teacher
- Student conference with teacher

**Multiple/repeated offenses may include but are not limited to:**

- Conference with administration/counselor, parent, student, teacher
- "Zero" on assignment with comment reflected on Aeries about violation
- Note placed on student record that goes to high school
- After school detention
- Loss of participation in school activities (dances, sports, etc.)
- Suspension from school

**ARRIVAL TO AND DEPARTURE FROM SCHOOL:** Stanley wants students to arrive safely to school, and to home at the end of the day. When arriving to or leaving campus, all students should:

- Listen to and follow directions for crossing guards and school staff.
- Use caution entering parking lots.
- Follow traffic signals and obey traffic safety laws.
- Cross streets carefully by yielding right of way, using crosswalks, and being alert for vehicles, bikes, and pedestrian traffic.
- Use sidewalks and trails whenever possible.

**Those on bikes, scooters or skateboards must:**

- Walk their vehicles on campus and in crosswalks leaving campus.
- Wear fastened and properly fitting helmets.
- Yield to pedestrians and be mindful of traffic.

Students are required by law to wear helmets when riding, and obey traffic signals. Bikes, scooters, and skateboards, or anything with wheels ridden by students not properly wearing helmets or following safety rules will be confiscated. Students must lock their bikes within the bike rack area during the school day, and may not loiter at the bicycle cage. **The school will not assume responsibility for lost, stolen, or damaged items.**

Students may not ride motorized scooters, mopeds or other vehicles to or from school, or bring them onto campus. Any violation will result in confiscation and parents will be requested to claim the item. **This policy is enforced by all district personnel and the Lafayette Police Department.**

**ATTENDANCE:** Students are required to attend all classes regularly. Full day absences must be verified by a parent/guardian by calling the attendance line at 927-3548 before 9 a.m. In the event that your student is absent, please check School Loop for makeup assignments. **Communicable diseases must be reported.**

**Appointments:** If you are picking up your child for an appointment, please come to the office 10 minutes early to allow time for the student to report to the office. If your child is walking to an appointment, you must send a note stating the time your student should depart for the appointment and that **your child has permission to walk there**. If your child is being picked up from school during school hours by someone not listed in your contacts, you must send a signed note to the office that morning, including the student name, time of pick up, and full name of the person picking up. Taxi service pick-ups are not permitted during school hours.

**Independent Study:** If your child will be out of town for five (5) days or more, please inform the office at least two (2) weeks prior to departure and request an Independent Study Contract. The parent/guardian and student must sign the forms, and the student must complete all requirements.

**Late/Tardies:** If a student is frequently late or tardy to class or school, there will be consequences. This may include lunch or after school detention.

**SARB (School Attendance Review Board):** Students who accrue excessive absences or tardies will receive communication from the school in order to support student attendance.

**ATTENDANCE:** Students and their classes benefit from regular school attendance. Please make every effort to keep vacations to the scheduled school holidays. We appreciate you making every effort to ensure your children attend school every day.

**ATTENDANCE- EFFECT OF ABSENCES ON SCHOOL FUNDING:** Changes in the law eliminated funding for absent students, which means that every time a child is not in school, regardless of the reason, the district loses funding. The district must still provide the same services and staffing, regardless of absent students. Lafayette School District loses \$68 per child for each day absent, and due to absences at Stanley during the 2018-19 school year, our district lost \$56,168 in revenue.

## **AWARDS:**

**Wildcat of the Year Award:** Selected by the faculty and administration and presented to two 8<sup>th</sup> grade students based on citizenship, academic performance, school spirit and service participation.

**Toni McShane Award:** Presented to two outstanding 8<sup>th</sup> grade students who exhibit school service participation and volunteerism.

**Matt Heldon Award:** Presented to the 8<sup>th</sup> grade student who maintained a positive attitude, responded courageously, and persevered academically while dealing with difficult situations.

**Alex McLin Award:** Selected by coaches and presented to two 8<sup>th</sup> grade students who demonstrate exceptional sportsmanship, determination, and perseverance in the after-school sports program.

**Wildcat of the Week Award:** Each week, one student from each grade level is chosen by a faculty committee and is selected as a Wildcat of the Week based on his/her academic efforts and demonstration of character as it relates to our Six Pillars- Trustworthiness, Responsibility, Respect, Fairness, Caring and Citizenship. These student role models will be further honored by participating in a special event at the end of the year. It is the intent of this award to encourage all students to demonstrate Stanley Spirit through positive character.

**Caught Ya Award:** This award is designed to encourage and acknowledge students making positive choices and showing strong character and is given by teachers and staff. Students are “Caught” doing good things both in the classroom, at lunch and in the hallways. Caught Ya! Award winners’ names are entered in a monthly raffle for a special lunch with the Principal.

### **Academic Recognition:**

- **3.5+ GPA:** At the end of each trimester, an email is sent to the parents of students with a GPA of 3.5 or higher.
- **Improved GPA:** After the second and third trimester, certificates are sent home to any student who has increased their GPA.
- At the end of the year, students who exhibit exemplary academic achievement and character are recognized by the Stanley faculty.

**BLACKTOP AND FIELD SAFETY:** The fields are off limits to students until the lunchtime 10-minute bell. Backpacks are not allowed on the field. Footballs, softballs and baseballs are to be used **ONLY** on the fields and must be approved by supervising personnel. **Shoes must be worn at all times.** Horseplay is unacceptable during lunchtime or at any time on campus. **We have a no hands-on policy at SMS.** Keep your hands and feet off other students at all times.

**BULLYING POLICY:** The Lafayette School District is committed to maintaining a safe and caring environment for everyone. We will treat each other with respect, and we will refuse to tolerate bullying of any kind.

### **Bullying behavior happens when someone uses his or her power to hurt another person.**

The person who is bullying uses power (size, age, popularity, confidence, verbal ability) to hurt someone physically or emotionally. The power between the bully and victim is not equal. When bullying occurs, there is intent to repeatedly harm, dominate, exclude, or otherwise cause the victim distress.

Depending on the severity and frequency of incidents, consequences may include but are not limited to the following: warning, verbal or written apology, parent contact by student, teacher, and/or principal, restriction from playground at recess or at lunch, restricted participation in special school events, assignment related to bullying, school service requirement, behavior contract, or suspension.



**Bullying may include but is not limited to the following behaviors:**

- ◆ Physically hurting someone by hitting, tripping, pushing, biting, etc.
- ◆ Using name calling, put-downs, teasing, mockery, racial slurs, sexual comments, or swearing to insult, intimidate or make fun of someone
- ◆ Spreading rumors about someone
- ◆ Purposefully excluding someone from a group activity, or trying to get others to not play with someone
- ◆ Using cruel gestures or facial expressions
- ◆ Taking or damaging someone's possessions
- ◆ Cyber-bullying

**Adults will do the following things to prevent bullying and to help students feel safe at school:**

- ◆ Provide instruction on bullying behavior and appropriate responses
- ◆ Watch for signs of bullying in the classroom, on the playground, and elsewhere on campus and stop the behavior when it happens
- ◆ Investigate all reported bullying incidents
- ◆ Assign consequences for bullying and contact parents
- ◆ Assign consequences for retaliation against students who report bullying
- ◆ Provide support for students who have been bullied

**Students will do the following things to prevent or stop bullying:**

- ◆ Treat each other respectfully
- ◆ Refuse to bully others
- ◆ Refuse to let others be bullied

**Students will do the following things to prevent or stop bullying:**

- ◆ Refuse to watch, laugh, or join in when someone is being bullied
- ◆ Try to include everyone in play, especially those who are often left out
- ◆ Use strategies and firm verbal statements to respond to teasing and bullying behaviors
- ◆ Report bullying to an adult

**Parents can support our anti-bullying policy:**

- ◆ Review these listed expectations for student behavior with your child
- ◆ Report any bullying incident immediately to the school if your child has not done so
- ◆ Refrain from actions that exclude and hurt other children, such as but not limited to, distributing party invitations at school
- ◆ Work with staff to provide support for student

**Harassment/Cyberbullying**

Harassment of students or staff, including bullying, intimidation, cyberbullying, hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily or emotional harm is prohibited. (BP5131, 5144)

Cyberbullying includes posting of harassing messages, direct threats, social cruelty, or other hurtful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships. (BP 5131, 5144)

To report an incident: [Bullying Complaint Form](#)

**CELEBRATIONS:** Balloons, flowers, disruptive costumes and oversized presents are not allowed on campus. Limousines are not allowed on school grounds, except for school organized events.

**CALIFORNIA HEALTHY KIDS SURVEY (CHKS):** Every other year, in the early Spring, the CHKS is administered to Stanley 7th graders. The CHKS gathers information from students about resiliency, protective factors, risk behaviors, and school climate, and this information is reported to the school community and public. Student participation requires passive parent consent, and participation is anonymous, confidential and voluntary. For more information, visit: <http://chks.wested.org/>

**CLOSED CAMPUS:** Students are not allowed to leave the school grounds during school hours unless accompanied or authorized in writing by a parent, guardian, or teacher. Students may not be picked up during the school day by a taxi service. Students are not allowed visitors during the school day or at school dances. Parents are not allowed to go to classrooms during the school day unless previous arrangements have been made with a teacher or administrator.

**COUNSELING SERVICES:** If a student has a problem that requires immediate attention, he or she should notify a teacher or the school office. Students can request counseling by filling out a request form found in the office. Students may also drop by at break, lunch or after school to request an appointment. Parents will be notified if on-going counseling is deemed appropriate. Parents may also call the counseling office to request appointments.

**DANCES:** Dances sponsored by the leadership class are held for 7<sup>th</sup> and 8<sup>th</sup> grade students only (no guests are allowed). Tickets are only sold in advance; no refund will be given for unused tickets. Students will stay at the dance the entire time unless the parent/guardian requests prior permission for early dismissal or late arrival and it's approved by an administrator. **Students must attend at least three (3) full periods of class the day of the dance in order to participate. ALL SCHOOL RULES APPLY AT THE DANCES.**

**DELIVERIES:** Parents are not allowed to deliver items to the classrooms, and commercial food deliveries to students are not permitted. Please bring lunches, forgotten homework, messages and other items to the office. These items will be noted on our message board for student pick up. **In order to maintain an optimum learning environment we do not interrupt our classes to deliver messages, lunches or other items.**

**DISCIPLINE:** Stanley administration and faculty recognize that important learning takes place when students make mistakes. Progressive discipline and restorative practices are used to guide and shape student behavior. Students who engage in ongoing or significant behavior may also lose privileges, which could include after-school activities, dances, end-of-year picnics, parties, and promotion events. Parents will be notified of concerns about their child's conduct.

**DISCIPLINE- EDUCATION CODES:** The following acts at school, at school-sponsored activities, or while going to or coming from school or school sponsored events are violation of state law (Education Codes 48900 and 48915 and may result in expulsion:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person; or willfully used force or violence upon the person of another, except in self-defense. (Education Code 48900(a))
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b))
- c. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcoholic beverage or intoxicant. (Education Code 48900(d))

- e. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))
- f. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))
- g. Stole or attempted to steal school property or private property. (Education Code 48900(g))
- h. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. (Education Code 48900(h))
- i. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code. (Education Code 48900(j)).
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))
- l. Knowingly received stolen school property or private property. (Education Code 48900(l))
- m. Possessed an imitation firearm, i.e. a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m)).
- n. Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266(c), 286, 288, 288(a), or 289, or committed a sexual battery as defined in Penal Code Section 243.4. (Education Code 48900(n))
- o. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))
- q. Engaged in, or attempted to engage in, hazing. (Education Code 48900(q))
- r. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined by Education Code 48900(r).
- s. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

A student is also subject to suspension or recommendation for expulsion when it is determined that he/she:

- t. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2).
- u. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233. (Education Code 48900.3)
- v. Intentionally engaged in harassment, threats, or intimidation against district personnel or student(s) invading the rights of school personnel or student(s) by creating an intimidating or hostile educational environment. (Education Code 48900.4)

### **Mandatory Suspension and Expulsion Recommendation/Discretionary Expulsion**

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act pursuant to any subdivisions a. (1) – (5) of this section. The principal/superintendent shall recommend expulsion, unless inappropriate under the circumstances, for any of the following acts committed at school or at a school activity off school grounds:

- (1) Causing serious physical injury to another person, except in self-defense.
- (2) Possession of any knife, as defined in Education Code 48915(g), or other dangerous object of no reasonable use to the student.
- (3) Unlawful possession of any controlled substance listed in Health and Safety Code 11053-11059, except for first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.
- (4) Robbery or extortion.
- (5) Assault or battery as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

## **Mandatory Suspension and Expulsion Recommendation/Mandatory Expulsion**

The principal/superintendent shall immediately suspend and recommend expulsion, and Governing Board shall expel, for any of the following acts committed at school or at a school activity off school grounds:

- (1) Possessing, selling or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the student had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
- (2) Brandishing a knife, as defined in Education Code 48915(g), at another person. As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- (3) Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058.
- (4) Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Item 1.n in Section B under "Grounds for Suspension and Expulsion" above.
- (5) Possession of an explosive as defined in 18 USC 921

### **PROHIBITED ITEMS/ACTIVITIES:**

- The following items are **not allowed** on the Stanley Middle School campus, at school-sponsored events, or with students while going to or from school: weapons or weapon look-alikes, explosives of any kind, alcohol, illegal drugs or drug look-alikes, drug paraphernalia, incendiary devices, motor scooters, or mopeds.
- The following activities are **not allowed** at Stanley Middle School: **gambling, the sale of any item or private services, gum chewing.**

**DRESS CODE:** Choosing the appropriate attire for specific occasions is an important life skill. School is a place of work and students should wear clothing which is suitable for the pursuit of learning. In order to support our students in making appropriate selections as they dress for school, we have identified straightforward and gender-neutral rules pertaining to attire. We expect parents to monitor and help enforce the dress code according to the following simple guidelines:

- Students should dress in clothing that is well-suited to a school environment.
- Clothing will cover torso, midriff, and backside and have sleeves or straps.
- Clothing should not obstruct a student's vision or obscure their identity.
- Clothing that depicts any drug, alcohol, sexual reference, derogatory or inappropriate message or image is prohibited at Stanley Middle School.

If a student's attire is inappropriate or distracts from the learning environment, the student will be sent to the office to change into suitable clothing. The first offense of the dress code will result in a warning. Continued violations of the dress code will result in disciplinary action such as a lunch detention.

**The administration reserves the final judgment on the appropriateness of dress at all times.**

**EMERGENCY PLANS:** Stanley has three emergency plans in place: Evacuate Classroom, Evacuate Campus, and Secure Campus. Students will be trained to follow the plans at the beginning of the school year and will participate in practice drills throughout the year.

**Secure Campus** – Stay indoors and secure the room from a danger outside the building. This could be a chemical spill or intruder on campus.

**Evacuate Classrooms** – Evacuate the classrooms and assembly on the blacktop and then the field. This could be because of an earthquake or fire.

**Evacuate Campus** – When the campus is in danger from outside fire, flood, etc. it may become necessary to evacuate the campus.

**EXTRA CURRICULAR ACTIVITIES:** Students must attend school at least three (3) full periods of class in order to participate in any after-school or evening activities. Students who are excused from PE with a P.E. exemption may not participate in the Sports Program. Students who do not participate in after-school activities must leave campus by 3:15 p.m.

**GREEN STANLEY:** Stanley encourages students to be good stewards of the environment and our natural resources. Students are expected to sort and separate their waste into the bins provided in classrooms and throughout the school. We encourage our students to use reusable containers (ex. water bottles, lunch bags, food containers) whenever possible.

**LIBRARY:** Students are responsible for library materials and textbooks. It is the responsibility of students and parents to return loaned textbooks and books in good order and in a timely fashion to the library. Students with outstanding library materials and/or textbooks may be restricted from end-of-the-year activities until missing materials are returned or replacement fees are paid.

**LUNCH INFORMATION:** Stanley encourages students to have healthy and nutritional lunches and snacks. Students should avoid sweets, and bring food that will help them sustain energy and focus throughout the school day. Students are expected to bring a bag lunch or to utilize the services of our commercial lunch provider. For bag lunches, please consider reusable bags and containers for the sake of our environment. **Forgotten lunches may be brought to the office to be listed on our “lunches” board for pick up by the student.** Parents may not drop off food for lunch intending for their child to share it with other students (i.e. pizzas, donuts, cupcakes). Commercial deliveries (i.e. from restaurants) are not permitted. For food safety reasons, unclaimed lunches will be discarded at the end of the school day. **Please do not send lunches with glass bottles, soda, energy drinks or plastic/paper cups with snap on tops.** Inappropriate beverages will be confiscated from students and returned after school. Opened containers will be emptied and discarded. **The district has a continuing policy of providing free or reduced priced lunches to students whose parents qualify for the program.** Application forms are available in the school office.

**MEDICATION:** California Education Code Section 49423 regulates medications at school. Medication (including over the counter drugs) cannot be given at school unless a [\*Permission to Administer Medication form\*](#) is completed and signed by a physician and a parent/guardian. This form is available in the office and must be updated each year. Please do not send any medication to school with your child. All medications, with the exception of inhalers, EpiPens, and diabetic equipment and supplies, must be dispensed in the school office. Students are not allowed to carry medicine or to self-medicate.

**PARENT CONCERNS/COMPLAINTS:** Parent concerns regarding classroom activities should be directed initially to the classroom teacher. If this initial contact does not result in an appropriate solution, parents can contact an administrator who will make every effort to resolve the problem. To file a formal complaint, a form may be obtained from the school or district office.

**PARENT-TEACHER CONFERENCES:** The school provides an opportunity for parents to meet with teachers two afternoons a year to discuss their child’s progress. Please consult the district calendar for specific dates and times. Parents also are encouraged to call or email the teacher at school and arrange for a mutually convenient time if they wish a conference at any other time during the school year.

**PERSONAL BELONGINGS:** Stanley does not assume responsibility for lost, stolen, or damaged personal items. Students are encouraged to leave money and valuables at home. Students should make sure that they monitor their bags, keep them zipped or closed and secured when leaving them, and use provided wall hooks whenever possible. Students who lose or misplace personal items should check the office and Lost and Found for them. Stanley encourages students to label their personal belongings, so that missing items can be returned. Unclaimed and unlabeled items are removed from the Lost and Found a few times per year.



**PHYSICAL EDUCATION PROGRAM:** Students who are to be excused from P.E. for more than three (3) days due to a medical condition or injury must have a note from a doctor and will not be allowed to participate in any after-school sports program. For three (3) days or less a note from a parent is required. Students in an intensive sport or training program outside of school may qualify for a P.E. exemption. A form must be submitted at the beginning of the school year and permission may be granted after review by an administrator. The P.E. exempt student must maintain the exemption for the school year, must renew the exemption yearly and will be scheduled for late arrival or early dismissal. The student will not be allowed to participate in any after-school sport programs.

**REPORT CARDS:** Three (3) times per year, report cards will be mailed home. Progress reports are sent mid-trimester only to students who are in danger of receiving a grade lower than a C. Throughout the trimester, parents and students should monitor School Loop for information about student progress.

**SCHOOL VISITS:** Parents are welcome to visit the classroom to observe the instructional program. Visits are limited to 20 minutes and must be accompanied by an administrator. Please contact the teacher(s) to arrange a time. This will insure that activities such as testing are not taking place. On the day of the appointment please register at the office to obtain a visitor's badge and to meet with the administrator who will accompany you to the classroom. Please avoid any interruption, do not converse with students and arrange to leave your preschoolers at home. Students and friends from other schools are not permitted to visit without advance permission from an administrator; visits are to be limited to our lunch period only.

**SEXUAL HEALTH EDUCATION:** Stanley Middle School offers a comprehensive sexual health education program for Stanley 7th and 8th grade students. 7th grade lessons focus on basic growth and development health education topics such as anatomy and physiology of the reproductive systems, the role of hormones in the regulation of the reproductive system, and understanding gender roles and stereotypes. 8th grade lessons build on students' knowledge of the reproductive system to include pregnancy and birth control, Sexually Transmitted Infections (STI) and HIV/AIDS prevention and healthy relationships. Middle school students are not required to participate. Parent notification will be emailed to all 7th and 8th grade families prior to instruction and will provide parents with information to opt their student from this instruction.

#### **TECHNOLOGY:**

**Cell Phones:** Cell phones must be turned off and may not be displayed, activated, or used at any time during the school day, unless under the discretion and direction of a classroom teacher, administrator, or district staff. Students can use the school phone in the office at break, lunch, or anytime when feeling ill. Any transgression will result in the confiscation of the phone for the remainder of the day and an after-school detention. Students assume all responsibility for breakage, theft, or loss of any phones brought on campus.

**Chromebook 1:1 Program:** All students who are assigned a school device will need to adhere to the agreements outlined in the [Chromebook 1:1 Program Policy, Procedures, and Information](#) manual.

**Online Instructional Tools:** We utilize web-based tools to promote and practice 21<sup>st</sup> Century literacy and collaboration skills. Some of these tools require students to have individual accounts, such as SchoolLoop, Google Apps for Education, KidBlog and Prezi. These accounts may only be used for school-related work and not for personal reasons. We expect students to demonstrate safe, responsible, and ethical behavior when using online accounts, both during and after school hours, just as they are on a traditional school campus. District staff reserves the right to access, monitor, review and remove student accounts and files or impose disciplinary actions as deemed necessary.

**Technology Use Agreement:** At the start of the school year, each student will sign and agree to the rules outlined in the [Student Responsible Technology Use Agreement](#) for all devices and online

activity.

**WITHDRAWAL FROM SCHOOL:** Students withdrawing from school during the school year must present a written note from a parent/guardian stating the reason for the withdrawal, the withdrawal date, and the student's destination, so that the transfer process can be completed. Withdrawing students must return all textbooks, library books, and instructional materials assigned to them before departure.

**DISCLAIMER:** School information published in this handbook is subject to such changes that may be needed to ensure continued compliance with federal, state, or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules, regulations, and information can be written and inserted in a handbook. However, we expect students to follow reasonable rules and not violate the rights of others.