



Wells Middle School



Wells Middle School Core Values

- All students, parents, and staff will have a safe school environment to learn, teach, and participate in.
- We are a community that cares for and values the contribution of each member of our family.
- Ownership of a strong positive work ethic and personal integrity is vital to the ongoing development of each Wells community member.
- We are committed to the development of the whole child. Our inward character matters more than our outward appearance.

Dr. Ean Ainsworth, Principal

Wells Middle School
6800 Penn Dr.
Dublin, CA 94568
www.dublinusd.org

Jason Matlon, Assistant Principal

School Office: 925-828-6227
Fax: 925-829-8851
Attendance: 925-828-6227 "Option 2"

Name _____ Grade _____

(If found, please return directly to student or school office)

A LETTER FROM OUR PRINCIPAL

August 14, 2017

Dear Students and Families,

Welcome to Wells Middle School, the sole 2017 National School of Character on the West Coast! Whether you are just joining us or returning for another exciting year, we are very happy to have you as part of the “Wells Family.”

Wells Middle School is a supportive and innovative learning community focused on the healthy development of young adolescents. At its core, Wells is a place where school staff and parents work collaboratively to ensure that all students feel competent and confident in their ability to master the skills of critical thinking, collaboration, creativity, written and oral communication, science, technology, engineering, and mathematics essential to success in the 21st Century. We value life-long learning and understand that continuous intellectual growth requires actively nurturing the physical, social and emotional needs of the community. Wells staff, students, and parents are engaged as partners in the process of modeling and teaching students how to create a healthy lifestyle, manage emotions, set and achieve personal goals, demonstrate empathy toward others, develop positive relationships, and make responsible decisions. Wells students grow into caring, reflective young adults who understand and value themselves, their community, and the world around them.

We are pleased that you and your family have chosen to be part of the Wells community, and we want to ensure that you have a very successful year. Please make time as a family to read through the information contained in this student handbook and contact a Wells administrator if you have any questions.

Sincerely,

Dr. Ean Ainsworth
Principal

2017-2018 Bell Schedule - Wells Middle School

<u>Regular Day Schedule - No AP</u>			<u>Regular Day Schedule - w/ AP</u>	
(M/F)			(T/TH)	
Period 0	7:35 - 8:25		Period 0	7:35 - 8:25
Period 1	8:35 - 9:30		Period 1	8:35 - 9:30
Period 2	9:34 - 10:30		Period 2	9:34 - 10:24
Period 3	10:34 - 11:30		A/P Period	10:28 - 10:53
Lunch 1	11:30 - 12:05		Period 3	10:57 - 11:47
Period 4 (L1)	12:09 - 1:05		Lunch 1	11:47 - 12:23
Period 4 (L2)	11:34 - 12:30		Period 4 (L1)	12:27 - 1:17
Lunch 2	12:30 - 1:05		Period 4 (L2)	11:51 - 12:41
Period 5	1:09 - 2:05		Lunch 2	12:41 - 1:17
Period 6	2:09 - 3:05		Period 5	1:21 - 2:11
			Period 6	2:15 - 3:05
<u>Wednesday Schedule</u>			<u>Minimum Day Schedule</u>	
Period 0	7:35 - 8:25		Period 0	7:55 - 8:25
Period 1	8:35 - 9:18		Period 1	8:35 - 9:05
Period 2	9:22 - 10:05		Period 2	9:10 - 9:40
Period 3	10:09 - 10:52		Period 3	9:45 - 10:15
Lunch 1	10:52 - 11:27		Period 4	10:20 - 10:50
Period 4 (L1)	11:31 - 12:14		Period 5	10:55- 11:25
Period 4 (L2)	10:56 - 11:39		Period 6	11:30 - 12:00
Lunch 2	11:39 - 12:14			<u>Dates:</u>
Period 5	12:18 - 1:01			10/27, 12/21, 3/30,
Period 6	1:05 - 1:48			5/31, 6/1

*As indicated by L1 and L2, there will be two lunch periods.



This Student Planner is provided to your child through a generous donation from the Wells Middle School PFC.

Because of your generous donations, the PFC has been able to fund:

- The New Electronic Marquee
- Library Books
- Classroom periodical subscriptions
- Athletic coach stipends
- Band programs
- Student Leadership conference
- Special Education conference
- 8th grade dance and Six Flags field trip
- Roadrunner of the month banners, student of the quarter and student of the month rewards
- Assemblies and lunchtime supplies and activities
- Extension class supplies
- Classroom funds for every teacher
- Charitable contributions for alumni support
- 3D printers for new stem maker space

Donating is Easy!

Go to www.wellspfc.org and click the “Donate” Button



ACADEMIC PROGRAM

School is a time to explore new subjects, try new activities, and develop the habits that will help you succeed in life. Your classes will be interesting and challenging. Keeping up with your work is crucial. If you do not understand or have questions about your assignments, be sure to seek assistance. Organization is key: A few extra minutes spent planning your day and week can save you time in the end and ensure that your assignments are completed and submitted on time.

HOMEWORK

Homework is assigned by teachers to give students an opportunity to practice the skills they have learned in class. To help you remember your homework assignments, keep the telephone numbers of two or three friends who are in your classes in your student planner. These are the people to call when you have questions about your assignments. Write down your homework in this "Minder Binder" (the student planner) every period of the day. Many teachers maintain current "homework hotlines" or websites to assist students and parents. The most up to date information regarding daily assignments can be found in a student's Minder Binder.

MONITORING STUDENT PROGRESS

Grades may be seen by students and parents by utilizing the Infinite Campus Student and Parent Portals. Students receive access to their Student Portal upon attendance. Parents are encouraged to request a Parent Portal account at registration or may inquire in the office at any time. The Parent Portal is especially helpful if more than one student in the family attends the same or another DUSD school. **Parents, guardians, and students are encouraged to check the Campus Portal on a weekly basis.**

ACADEMIC PREP PERIOD "AP"

Academic Prep period is designed to provide students with timely, systematic, effective academic interventions and enrichment within the school day. AP can provide small-group instruction to students identified as needing support with a particular concept or skill; and/or provide enrichment opportunities for students who have already mastered essential concepts and skills in their courses. AP is also designed to provide students with an opportunity to begin homework under the guidance of the teaching staff. The counseling staff and other support staff may offer counseling sessions, support groups, or other types of sessions during AP time.

AP is a gift to students. Misbehavior will not be tolerated at the expense of others' learning. Students who arrive to AP without their minder binder will be assigned lunch detention. Students who are wandering during AP, do not attend a teacher's mandatory AP session, or are not being productive (or misbehave during AP to the point of needing to be removed), will be sent to the detention room and be given a Detention. In the event that a student fails to follow school policy, they will be given the appropriate consequence detailed in our discipline matrix found in this student planner.

ACADEMIC INTEGRITY POLICY

The Wells Honor Code

I will not ask to copy, nor will I copy another student's work under any circumstance.

I will not offer, nor will I give my work to another student to copy.

I will not ask to copy, nor will I copy another student's test answer.

I will not bring written information into a test, which another student or I could dishonestly use to answer test questions.

I will not give another student information about the assessment either during or after the test.

I will not give another student an electronic file of mine for him or her to use.

I will not copy work in any medium.

REPORT CARDS

Report cards will be mailed quarterly on the dates noted in the school calendar. Teachers will review the grading policy the first week of school. "Back to School Night" will afford the parents the opportunity to understand performance expectations and grading.

FIELD TRIPS

Although out of class educational experiences are important parts of the school experience, school sponsored activities are considered absences. Students are expected to meet due dates and turn in all missed work while attending field trips and extracurricular events. It is the student's responsibility to arrange to make up assignments.

PROMOTION/RETENTION

Wells Middle School follows the district adopted promotion/retention policy.

EIGHTH GRADE PROMOTION CEREMONY

Participation in the 8th Grade Promotion Ceremony is contingent upon behavior. In the event of serious misconduct, the Principal may restrict a student from taking part in Promotion.

"THE WELLS WAY" POSITIVE SCHOOL CULTURE & CLIMATE

We take pride at Wells in the fact that students not only perform well academically but are also supported and encouraged to be well-rounded, contributing citizens of our school community. Developing and maintaining a positive culture and climate where ALL students feel safe and supported is core value.

STUDENT EXPECTATIONS

- Be kind...always.
- Use acceptable language at all times.
- Keep hands, feet, and objects to yourself.
- Be on time and prepared to learn.
- Be courteous, cooperative, and respectful to yourself and others.
- Conduct yourself in a safe and appropriate manner.
- Follow directions the first time they are given.
- Only materials needed for learning are to be brought to school.

DUBLIN INTEGRITY IN ACTION Character Traits

DIIA is a non-profit organization encouraging and rewarding students of character. Monthly traits are celebrated and embedded within the curriculum and across our campus.

September: I am RESPECTFUL

February: I am TRUSTWORTHY

October: I am RESPONSIBLE

March: I am COOPERATIVE

November: I am CARING

April: I do MY BEST

December: I am GIVING

May: I am HONEST

January: I have a POSITIVE ATTITUDE

June: I have SELF-DISCIPLINE

SCHOOL ACTIVITIES and ASB STUDENT CLUBS

Wells School has a number of after school and evening activities for students. Attending these activities is a privilege and students may be excluded from any school activity due to poor academic performance or behavior problems. Wells has several after school clubs students can join through the Wells Associated Student Body "ASB." A list of current clubs is available on our school website under Activities. Students interested in starting a club should see our ASB Secretary for more information.

SPORTS and ATHLETICS

Wells offers a variety of sports throughout the year, including basketball, track, wrestling, golf, and volleyball. Students who have achieved and maintained at least a 2.0 overall GPA will be eligible to participate in our sports program. Active team members must demonstrate good citizenship and sportsmanship. Student athletes are responsible for any work missed due to early release.

SCHOOL DANCES

Dances are provided for the enjoyment of Wells students. Official permission slips and valid ID cards are required to purchase tickets to dances. All students need to obtain a ticket and have an ID card to enter.

Specific guidelines, hours and rules are listed on each permission slip. **Tickets are sold during lunch and after school prior** to the day of the dance and not sold at the door. School dress code and behavioral requirements will be enforced throughout each dance.

ROADRUNNER OF THE MONTH and DUBLIN INTEGRITY IN ACTION STUDENT OF THE MONTH

Staff members nominate students for displaying positive character traits identified by Dublin Integrity In Action character development program. These students receive special recognition at quarterly rallies.

HONOR ROLL

Students are honored quarterly for demonstrating academic excellence (3.0 GPA and above) including improving their GPA.

DRESS CODE

It is expected that each student maintain an appearance that does not detract from the educational process. Clothing, jewelry or accessories (including body art) worn must meet the following expectations:

- Clothing will not have any connection or reference to gang affiliation, alcohol, drugs, tobacco, weapons, violence, intolerance, gambling, nudity, or bigotry of any kind. Clothing that degrades any cultural, religious, or ethnic values is prohibited.
- Undergarments must be covered. This applies to all students: no sagging pants or exposed bras.
- Shirts and tank-tops that expose one's midriff and/or torso are not to be worn on campus.
- Shorts and skirts must be longer than thumb length when the arm is fully extended.
- Torn or ripped fabric must be below one's thumb length when the arm is fully extended.
- Headgear including hats, hoods, stocking caps, beanies, hairnets, or "do" rags MAY NOT be worn inside buildings; this includes hoods on hoodie-style shirts. Exceptions are made for religious, and medical purposes and when outdoors during PE and lunch.
- Shoes must be worn at all times. No slippers or flip-flops allowed. Sandals must have a back-strap.

In the event that a student fails to follow school policy, they will be given the appropriate consequence detailed in our discipline matrix. **Final determination of what constitutes appropriate dress will be made by administration.**

ATTENDANCE

Daily school attendance is vital to a student's academic progress. Unless students are seriously ill, they need to be in school. Please schedule medical and dental appointments after school hours whenever possible. Absences from school shall be excused only for health reasons and justifiable personal reasons as permitted by law, Board Policy, and Administration Regulations (Education Code 46010, 48205, 48216). Justifiable reasons must be in written form, signed by the parent or guardian, and approved by the principal. Please note that when a student has had 14 absences in the school year for illness, any further absences for illness must be verified by a physician. According to the State, excused absence reasons are limited to illness, medical/dental appointments, religious holidays, and funerals. **Parents are encouraged to monitor student attendance via the Campus Portal.**

ARRIVAL/DEPARTURE FROM SCHOOL

For safety and supervision, students should not arrive more than 15 minutes before the bell rings unless attending a supervised activity, such as breakfast or teacher tutorials. Students should leave campus within 15 minutes after the bell rings unless in a supervised activity such as extracurricular activities, academic support programs, or detention. In these cases, students should exit campus 15 minutes after the end of these activities.

ARRIVING LATE TO SCHOOL

Students who arrives after the first bell rings must obtain a pass from the office to enter the classroom. If the student is more than 15 minutes late, a note from a parent or doctor must be provided or the parent must accompany their student to the office and sign them in.

LEAVING CAMPUS DURING THE SCHOOL DAY

If students are going to leave school during the day, a parent or guardian must sign them out in the office. Students may only be picked up by an adult specified on the student's emergency card. **Students will be called from class when the adult arrives to pick them up. The office will not call students out prior to parent arrival.**

REPORTING ABSENCES

Whenever your student is absent, please call our attendance line at 925-828-6227, prompt 2, and leave a brief message stating your student's name and grade, your name and relationship to the child, and the reason for the absence. Please spell the last name of your student. All absences **MUST BE VERIFIED BY PHONE OR BY A NOTE** from a parent/guardian or doctor within 72 hours.

If you know your child is going to be absent for a specific length of time, please state the duration of the absence. If you do not know the duration of the absence you must call in every day that your student is absent from school. Though not all reasons given for being absent are considered "excused absences," not giving a reason is an unexcused absence. Please also note that a student who has been absent during the school day is not eligible to participate in student activities that take place after school on the same day, unless cleared by an administrator.

AUTOMATIC DIALER

An automated phone dialer will make calls if your student is marked absent from the school day. Please call the office and clear unexcused absences.

TRUANCY (UNEXCUSED or UNVERIFIED ABSENCES)

Any student who has 3 or more days of unverified absence in a school year is a truant (California Ed Code 48260). Students with excessive absences and/or tardies will be referred to the Student Attendance Review Board (SARB). If you know that your student will be out for five days or more, contact the office at least two weeks in advance for possible options such as Independent Study.

TARDY POLICY

In order to align our attendance/tardy policy with both the State Education Code and the Dublin Unified School District, parents will not be able to clear tardies for personal reasons such as business phone calls, late car pools, over-sleeping, finishing homework, problem solving, traffic, rain, flat tires, vacations, etc. In the event that a student fails to follow school policy, they will be given the appropriate consequence detailed in our discipline matrix. If a student is tardy to the same class 3 times during an academic quarter, he/she will be issued a detention.

ELECTIVE ABSENCES and INDEPENDENT STUDY

It is imperative that your student attends school daily as direct classroom instruction cannot be replaced. Vacations during the school year are elective absences and are therefore unexcused. However, if you find that you need an extended absence of 5 days or more during the school year, Independent Study may be an option, though **we strongly encourage you to schedule family vacations and trips when school is not in session.** An Independent Study Contract "ISC" prevents your child from falling behind academically and gives him/her attendance credit. Contracts are issued for a **minimum of 5 school days and a maximum of 20 days.** After 21 days your child will be dropped.

Below are the policy and procedures for requesting an Independent Study Contract.

- Parent must notify administration, **complete and return an Independent Study Request Form at least 10 school days prior to departure.**
- Independent Study Request Forms are available in our main office.
- Contracts must be approved by an administrator.
- The student must turn in completed assignments before or on the agreed contract date; typically the return date. If work is not received by this date, the contract will be considered incomplete, voided and the student will not receive attendance credit.

- The student must return to school before the last week of the school year and assignment turned in for grading.
- Contracts may not be faxed or emailed.
- A student whose achievement level is below grade level is not eligible for Independent Study.
- A student with disabilities, as defined in Ed Code 56026, is not eligible for Independent Study unless his/her Individualized Education Program specifically provides for such participation (Ed Code, 51745).
- Students who have had an Independent Study Contract (ISC) in the past and did not successfully complete it, are not eligible for a new contract.

GENERAL INFORMATION

STUDENT ID CARDS

STUDENTS MUST CARRY THEIR ID CARDS AT ALL TIMES. These cards will be used in the library, to check out equipment, for purchasing food in the cafeteria, and for admission to all school activities. If an ID Card is lost, a replacement card **must** be purchased for \$5.00 in the office. Using another student's ID Card will result in disciplinary action.

SCHOOL MATERIALS

Only materials needed for learning or school activities are to be brought to school. Personal items should be appropriately stored once on campus.

SCHOOL DROP-OFF and PICK-UP

Safety is our number one concern for students, families, staff and visitors on our campus. Our two lane roundabout has potential to be dangerous if the following guidelines are not followed:

- Drive safely at a "walking" pace
- Drop-off or pick-up against grey curb only (not red zone)
- Do NOT enter parking lot for drop-off
- **Drivers should NOT get out of car**
- For quick release, students should have **backpacks on lap, not in trunk or back seat**
- Children should exit vehicle from a right-side door
- CA Vehicle Code applies here: no hand-held cell phone usage or texting

HEALTH NEEDS

The health office is available to students **who become ill or injured while at school. The health clerk is here on a part-time basis and is not a registered nurse.** If your student is ill in the morning, please keep him/her at home. The school does not have personnel to care for sick students. Students must advise their teacher prior to checking in at the health office. The office staff will call the parent if necessary.

- **MEDICATION:** Students may require medication at school. Unless the student/parent has followed the district's procedures for self-administration of medication, **all medication must be kept in the health office.** Medical permission forms, available in the health office, must be completed and signed by the parent/guardian and physician and returned before medication can be administered. Students may not carry or store any medications on them at school without permission.

PERFUME AND COLOGNES

Students and staff members must be aware that some people have severe allergies to fragrances. Care must be taken when wearing or spraying perfumes, hair products, deodorants, etc. Students who use these products inappropriately may face disciplinary action.

LUNCH PERIOD(S)

Students are allowed to eat inside the Lunch Pavilion and/or outside at the "lunch shelter." Students are expected to clean up after themselves depositing their trash in labeled grey containers, food scraps & paper in yellow containers and plastic, aluminum & glass in the blue recycling containers. Students who leave trash at their table may receive a detention and/or an appropriate "clean up" assignment.

SCHOOL CAFETERIA

Prepaid accounts are available and activated by student ID Cards. Payment may be made any time during school office hours in the form of cash or check or electronically with the use of myschoolbucks.com. Note: Payments in the form of cash/check must be submitted by 10:00 A.M. in order to be entered on your student's account the same day. Electronic payments take 48 hours to process. Students, whether paying through their account or cash, are required to show their own ID in order to use their account. Cafeteria policies are posted and we expect all patrons to follow these rules. Service is provided for breakfast and lunch. Students are welcome to bring their own food or to purchase from our menu. In the event a student is unable to purchase a meal, they may be extended credit for one (1) combo meal.

FOOD ON CAMPUS

Eating on campus is only permitted in designated areas or at teacher supervised functions. Gum and sunflower seeds are not permitted on campus at any time.

CLASS INTERRUPTIONS

Forgotten lunches, homework, PE clothes, etc., are NOT considered emergencies. It is each student's responsibility to bring these items to school in the morning or to make arrangements for delivery that will not disturb class time. Any of these items brought to school by parents can be left in the school office and may be picked up between classes or during lunch. **Items will not be delivered or announced.**

PERSONAL PROPERTY and PLAY EQUIPMENT

Wells School will not be responsible for lost, stolen, or confiscated items. Toys are not allowed in class due to possible distracting and/or disruptive behavior. Students may bring basketballs, tennis balls, Frisbees and footballs on campus for use during **lunch period** on the **blacktop only**. During the school day, any personal play equipment of this nature must be carried quietly (WITHOUT BOUNCING) to class to avoid disrupting classes in session. Students who are unable to transport this equipment properly, or choose to play in areas other than the blacktop, will have the item confiscated and returned to them at the end of the school day. The school is not responsible for lost, stolen, missing, or damaged personal property. In the event that a student fails to follow school policy, they will be given the appropriate consequence detailed in our discipline matrix.

PERSONAL TRANSPORTATION EQUIPMENT

Bicycles, scooters, and skateboards must be operated in a safe manner to and from school. They are NOT to be ridden on campus at any time and MUST be stored in the bike rack area. **Students are required by law to wear helmets and WILL NOT be allowed to leave campus without wearing one.** During the school day, **any personal play equipment** of this nature must be stored in the designated area for bikes and scooters, etc. Students are not allowed to carry or play with this equipment on campus. This includes before and after school hours. Violators will have equipment confiscated.

SECTION 1. Section 21212 of the California Vehicle Code 21212.

(a) A person under 18 years of age shall not operate a bicycle, a non-motorized scooter, or a skateboard, nor shall they wear in-line or roller skates, nor ride upon a bicycle, a non-motorized scooter, or a skateboard as a passenger, upon a street, bikeway, as defined in Section 890.4 of the Streets and Highways Code, or any other public bicycle path or trail unless that person is **wearing a properly fitted and fastened bicycle helmet** that meets the standards of either the American Society for Testing and Materials (ASTM) or the United States Consumer Product Safety Commission (CPSC), or standards subsequently established by those entities. This requirement also applies to a person who rides upon a bicycle while in a restraining seat that is attached to the bicycle or in a trailer towed by the bicycle. In the event that a student fails to follow school policy, they will be given the appropriate consequence detailed in our discipline matrix.

LOST AND FOUND

Lost and found articles are in the lobby of the multi-purpose room. Unclaimed items are donated at the end of each quarter. For greater chance of recovery, place names on personal items.

TEXTBOOKS

Text and library books are the property of the Dublin Unified School District. All books should be covered and handled carefully. Issued texts are an important, direct responsibility of the student. Students will pay for any damage to or loss of textbooks (E.C. 19910) or library books. The school reserves the right to withhold privileges and impose consequences if this responsibility is not met.

SCHOOL PHONE USE

OFFICE PHONES ARE FOR EMERGENCY USE ONLY. Students may only use classroom phones in an emergency and with the permission of the teacher.

SCHOOL PROPERTY

Any student who defaces, damages, or destroys any school property may be liable for suspension or expulsion according to the nature of the offense. Parents and guardians are financially responsible for damage to school property by their children.

VISITORS ON CAMPUS

We strive to create a safe, hospitable environment for students, staff, and guests at Wells Middle School. Parents are always welcome to visit our school and classrooms. In order to make arrangements, we request 24-hour notice. All other visitors must receive prior approval from administration. Visitors are required to register (sign in) in the main office and receive a visitor's pass. Students not enrolled at Wells are not allowed to visit classrooms.

CONTRABAND DOGS

As part of the district's commitment to provide safe campuses and learning environments, contraband detection dogs may visit Wells at random times throughout the year. The Interquest Company dogs are non-threatening breeds, and are an effective preventative measure in keeping the school free from drugs, medication, alcohol and firearms.

PERSONAL and SCHOOL TECHNOLOGY RESOURCES

The Board of Education recognizes and acknowledges the utility in providing technology resources to students in order to enhance their educational experience and improve their technology use skills. Technology resources provided by the District shall be used in a safe, responsible, and appropriate manner in support of the instructional program and for the advancement of student learning. No student shall be authorized to use the District's technology resources or his/her personal technology resources unless the student and his/her parent/guardian have signed and returned the **STUDENT ACCEPTABLE USE AGREEMENT**.

STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

Student and parent/guardian agree to all of the following provisions regarding student use of technology resources on District premises or at a school-sponsored event.

1. Student use of technology and the Internet on District premises or at a school sponsored-event is a **privilege** that may be taken away at any time.
 - a. Personal devices may be used during class periods with permission from the teacher. Any use of personal devices during class time (without permission) will result in a consequence (see Electronic Device Consequence Matrix). Use of personal devices in bathrooms and locker rooms, as well as during testing is prohibited. It is also prohibited to take pictures/video of faculty, staff, and other students **without** their permission.
 - b. All personal computer equipment/supplies must be clearly labeled with the student's name. This includes, by way of illustration and not limitation, the computer, power cord, and backpack/carrying case.
 - c. Personal technology resources shall only be available **for use as authorized by a District employee; any unauthorized use may subject the student to discipline, including and up to expulsion.**
 - d. While on District premises or at a school-sponsored event, students shall use their personal technology resources, in a **safe, responsible, and appropriate manner.**
 - e. The District is not responsible for any damage to personal technology resources.

3. Students are responsible for all work assigned, even if the technology resource they use is being repaired. The District shall provide resources necessary to complete assignments.
4. Students shall use District technology and Internet in a safe, responsible, appropriate manner.
5. Students shall use District and personal technology resources according to the Board Policy 6163.4 and Administrative Regulation 6163.4. Failure to adhere to these policies may result in discipline including and up to expulsion.
6. Students shall have **no expectation of privacy in District or personal technology resources while on District premises or at a school-sponsored event.** Computer files and electronic communications, including email, **are not private** and may be accessed by the District at any time for the limited purpose of ensuring compliance with Board policies and regulations. This includes computer files and electronic communications which are accessed using District technology or through the District's network but are stored externally.
7. Students shall **not install software onto District** laptop or desktop computers.
8. Students shall **not interfere with, delete, or disable any District-installed program(s) or application(s)** on District laptop or desktop computers.
9. Students shall **not damage District technology and shall be financially responsible** for any repair or replacement required, as determined by the principal or his/her designee.

ONLINE/INTERNET SERVICES: USER OBLIGATIONS AND RESPONSIBILITIES

Students are authorized to use District equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and the District's Acceptable Use Agreement.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account names and passwords private and shall only use the account to which they have been assigned.
2. Students shall use the District's system safely, responsibly, and primarily for educational purposes.
3. Students shall not access, post, submit, publish, or display harmful or inappropriate manner that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment, bullying, or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication while on District premises. Students also shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians. Personal identification information is defined in Administrative Regulation 5125.
5. Students shall not use District technology resources to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.
6. Student use of District computers to access social networking sites is prohibited unless such sites are used for educational purposes and authorized by a District employee.
7. Student use of District computers to access streaming media sites is generally allowed for educational purposes. Use of streaming media to view inappropriate material is strictly prohibited. The District may permit or block entire or partial streaming media sites in order to gain the best educational benefit while blocking the most offensive materials.
8. During class time, students shall not use District technology resources for any purpose other than those designated by the instructor.
9. Students shall not use the system to threaten, intimidate, harass, bully or ridicule students or staff.
10. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.
11. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy District equipment or materials or manipulate the data of any other user, including so-called "hacking."

12. Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.
13. Students shall report any security problem or misuse of the services to a teacher or the principal.

DISTRICT SPONSORED SOCIAL MEDIA (BP 1114(a)) **GUIDELINES FOR CONTENT**

Students are personally responsible for the content of their posts. Official district social media platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

ENFORCEMENT PROVISIONS

The District reserves the right to monitor use of the District's systems for improper use without advance notice or consent. **Computer files and electronic communications, including email, are not private** and may be accessed by the District at any time for the limited purpose of ensuring compliance with Board policies and regulations. This includes computer files and electronic communications which are accessed using District technology or through the District's network but are stored externally. These enforcement provisions extend to personal technology resources used on District premises or at a school-sponsored event.

DISCIPLINE FOR IMPROPER USE

Students who post prohibited content shall be subject to discipline in accordance with district policies and administrative regulations. Users of official district social media platforms should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Public Records Act. The Board expects users to conduct themselves in a respectful, courteous, and professional manner.

Whenever a student is found to have violated Board Policy 6163.4, Administrative Regulation 6163.4, and/or the District's Acceptable Use Agreement, the principal or his/her designee may cancel or limit a student's user privileges or increase supervision of the student's use of the District's technology resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

MAINTAINING A POSITIVE SCHOOL CLIMATE: BULLYING PREVENTION

WHAT IS BULLYING?

"Bullying" is defined as: physical, verbal, non-verbal or written conduct that is so severe and pervasive that it affects a student's ability to participate in or benefit from an education program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities. All students, employees, parents and community members should report incidents of suspected bullying immediately. "Bullying behavior" means behavior that harms or threatens to harm any student's physical, social, or emotional well-being in a pattern that is repeated over time. Bullying behavior may be connected to a negative and biased view of a targeted student due to an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity and expression, mental or physical disability, or by any other distinguishing characteristic. Bullying behavior may adversely affect the student's ability to participate in school activities or even to attend school at all. Bullying is a form of violence. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be **physical** (*hitting, kicking, spitting, pushing*), **verbal** (*taunting, malicious teasing, name calling, threatening*), or **emotional** (*spreading rumors, manipulating social relationships, extorting, or intimidating*). Bullying can occur face-to-face or in the online world.

BULLYING & CYBERBULLYING (BP 5131.2)

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student. No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. Cyberbullying includes the transmission of harassing communications, direct threats, or

other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

INTERVENTION

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1) As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

COMPLAINTS and INVESTIGATION

If you feel that you are experiencing any of the actions defined as bullying Dublin Unified School District recommends that you contact a teacher or administrator. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment. When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance. When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

DISCIPLINE

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. In the event that a student fails to follow school policy, they will be given the appropriate consequence detailed in our discipline matrix.

Think about it, there's a difference...

RUDE vs. MEAN vs. BULLYING
RUDE = <u>inadvertently</u> saying or doing something that hurts someone else → NOT intentional

→ Poor manners
→ Inconsiderate
MEAN = purposefully saying or doing something to hurt someone once
→ Intentional
BULLYING = intentionally aggressive behavior, repeated over time, that involves an imbalance of power
→ Physical aggression
→ Verbal aggression
→ Relational aggression
→ includes Cyberbullying

Whitson, Signe. "Rude vs. Mean vs. Bullying: Defining the Differences." *Huffington Post* November 2012

You might ask yourself...

Are you making good choices? Following the rules? If you find yourself slipping, your teacher might ask you **THE FOUR QUESTIONS** to help you get back on track.

What are you doing?
What are you supposed to be doing?
Are you doing it?
What are you going to do about it?

The Flippen Group (2011). *Capturing Kids Hearts*.

DISCIPLINE

At Wells Middle School every student has a right to an education. Our school has developed consequences for students who choose to violate this right. All students, staff and visitors are expected to know the rules and behavior expectations, as well as the consequences for those who choose not to follow them. Positive approaches to discipline create safe, supportive and positive school climates and respond to misbehavior with interventions and consequences aimed at understanding and addressing the causes of misbehavior, resolving conflicts, meeting students' needs and keeping students in school and learning. Positive supports are in place to encourage students to be responsible for their behavior and empower change and growth. Our principles and practices are centered on the restorative justice model of promoting respect, taking responsibility, and strengthening relationships.

Restorative Practices Model: a theory of justice that emphasizes repairing the harm caused or revealed by misconduct rather than punishment by: a) Identifying the misconduct and attempting to repair the damage; b) Including all people impacted by a conflict in the process of responding to conflict; and c) Creating a process that promotes healing, reconciliation and the rebuilding of relationships to build mutual responsibility and constructive responses to wrongdoing within our schools.

Our District Student Code of Conduct is intended to assist students in being responsible for their own behavior. If students clearly understand the consequences of their behaviors, they can choose their behaviors in an intelligent and responsible way that ensures the rights of all students to feel safe and to enjoy the educational experience at school.

COMMUNICATION, RESPONSIBILITY and CONSISTENCY

For a discipline policy to be effective, it must be consistent. To achieve this consistency, teachers, parents, students, and administrators must share in the responsibility for upholding school rules.

Teachers are responsible for instructing students on the rules of acceptable behavior. They are also responsible for applying proper consequences when a student's behavior is inappropriate. **Parents** are responsible for reviewing the rules of appropriate behavior with their own student(s). They are responsible too for supporting and cooperating with the school in applying consequences which result from inappropriate behavior.

Students are responsible for their own actions and have a responsibility to the school community. Once instructed by their teachers and parents regarding appropriate behavior at school, they are responsible for the decisions they make. They are responsible for reporting to and cooperating with all staff members to resolve issues. When a student decides to ignore school behavior rules, he/she must accept the consequences of his/her actions.

Administrators are responsible for setting-up and supervising the implementation of the Code of Conduct and for establishing a hierarchy of consequences and clear steps for students sent to the office for disciplinary reasons.

We are dedicated to our responsibility to help each student acquire the skills needed to become an effective member of our society.

PROCEDURES FOR DISCIPLINARY ACTION

While the Education Code devotes considerable space to suspensions and expulsions, most of the disciplinary actions in the district are handled through conferences, counseling, detentions and/or school service. Student conferences with an administrator to discuss the behavior infraction typically after they have completed a written statement of the incident. Involved students may be interviewed individually or as a group. Depending on the findings, the student(s) will receive a warning or a consequence for the inappropriate behavior. Additionally, students are counseled on appropriate school behavior and/or strategies to better handle future situations. There are several other consequences that may or may not be utilized. Ultimately, the goal is to change the student's problem behavior. Conflict mediation, counseling, problem-solving, a referral to an outside agency, to name a few. These "other means of correction" are infinite in possibilities and vary on the specific behavior infraction.

POSITIVE BEHAVIOR SUPPORTS and OTHER MEANS OF CORRECTION

- Written or verbal apology
- Conflict resolution/mediation
- Peer "Cease and Desist" Contract
- Behavior Contract
- Class/teacher schedule change

- Research project related to the infraction
- Positive behavior support and interventions during the school day

REFERRAL to SCHOOL-SITE or OUTSIDE AGENCY

- School counseling
- Behavioral Group counseling
- Family counseling
- Student Success Team "SST"
- After School Program
- Educational assessment
- "Parent Project" or other parent education/support groups
- "Life Choices" course through Tri-Valley Youth Council
- School Attendance Review Board "SARB"
- Tri-Valley Youth Court
- Santa Rita Jail Youth Empowerment Program and Tour

CONSEQUENCES for BEHAVIOR INFRACTIONS

Students of the Dublin Unified School District are required to follow and comply with school and District conduct rules. If a student chooses to break the rules, he/she will be subject to various consequences. A list of typical disciplinary actions which may result from a student's breach of school regulations is listed below. The actual action taken by the school or District may vary from the list below and the level of discipline imposed will depend on the frequency and seriousness of the violation. These are guidelines for administration to use while assessing each individual situation. They are not limited to nor mandatory consequences (in most situations). Administrative discretion is used in tandem with the severity of each offense and repeated student behavior.

PARENT CONTACT and/or CONFERENCE "PC"

Communication and support between school and home is an important piece when encouraging positive behavior. At teacher and/or administrator. A parent/teacher/principal conference may be required to discuss the student's behavior to reach an agreement and communicate and action plan.

TEACHER DETENTION

A teacher detention may be assigned by a staff member for disciplinary reasons. Teachers are allowed to give a 15-minute detention without notice, unless the student travels by public transportation. For longer detentions, twenty-four hour notice is given to allow for the student to arrange for transportation.

LUNCH DETENTION "LD"

Lunch detention is for a duration of 30 minutes. Students report directly to our Student Services secretary. Typically, they perform campus beautification (cleanup), an alternative task or complete a class/homework assignment depending on the infraction. They will have an opportunity to eat lunch after completing the task.

ADMINISTRATIVE AFTER-SCHOOL DETENTION "AASD"

Administrative After-School Detention is from 3:15-4:15 pm. Students assigned detention will be responsible for arranging transportation. Carpools and public transportation do not excuse students from detention. Students should bring pencil and paper along with work to be done. This is a quiet hour for students to reflect on their situation and complete any academic work or simply read. NO eating, sleeping, talking, or doodling. NO computer or personal technology resource/electronic device use including "smart" devices and cell phones. When a student has missed a detention because he/she is ill, the student will be reassigned the following week. Failure to attend AASD not due to illness will result in a Saturday School assignment or other disciplinary action.

SATURDAY SCHOOL "SS"

Saturday School is held on selected Saturdays from 8:30-11:30 at Wells Middle School. Students are supervised by a credentialed teacher for three hours utilizing this time to complete school work or an assignment related

to their infraction. Failure to attend Saturday School will result in the loss of school activities or other disciplinary action.

LOSS of PRIVILEGES (EXCLUSION from SCHOOL ACTIVITY)

Student is excluded from school activities within 30 days of a suspension. These extra-curricular school activities include participating or attending athletic games, school dances, field trips, lunchtime activities, school rallies and assemblies.

POSITIVE BEHAVIORAL SUPPORT PLAN (BEHAVIOR CONTRACT)

An individual contract designed to improve student behavior developed to address specific habitual inappropriate behavior. The student agrees to comply with the conditions contained in the contract and the school rules. The student agrees to refrain from committing the same violation and/or breaking other school regulations. This contract may be in addition to a suspension and/or expulsion and/or in lieu of such actions.

YOUTH COUNCIL

In lieu of a more serious consequence, a student may be assigned to participate in a more positive means of correction. DUSD Youth Council is a panel of high school students serving as a tribunal. Outcomes include both academic and behavioral commitments including restorative justice encouraging behavior change and growth.

STUDENTS IN GOOD STANDING

Students are considered to be in "Good Standing" at Wells if they exhibit positive behavior, self-discipline, attendance and performance. Loss of "Good Standing" will result if any of the following occur: lower than a 2.0 GPA and/or two or more "F's", more than 10% absenteeism (not including medical notes provided by a verifying physician), excessive discipline issues (including but not limited to suspensions, violation of dress code or violation of electronic device policy), excessive tardies and trancies. School privileges are defined as activities that are school sponsored: assemblies, dances, field trips, practices, rallies, rehearsals, sports and try-outs/auditions.

DISCIPLINE MATRIX

- PC = Parent Contact
- W = Warning
- LD = lunch Detention
- AASD= Administrative After-School Detention
- SS = Saturday School
- CC = Campus Clean-up

ACADEMIC INTEGRITY POLICY		
Violating the Wells Honor Code		
1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> • PC • AASD • zero credit for assignment or test 	<ul style="list-style-type: none"> • PC • SS • zero credit for assignment or test, loss of school activities for up to 30 days 	<ul style="list-style-type: none"> • PC • SS • zero credit for assignment or test, loss of school activities for up to 60 days

BASIC SAFETY and WELL BEING

- Violating basic safety and health of self or others
- Chewing gum, spitting, eating sunflower seeds, etc.
- Running, play fighting
- Displaying affection (PDA) including holding hands, hugging, kissing, sitting on lap, etc.
- Cutting in a food or service line
- Littering including throwing food, water, or other material
- Consuming food or beverage in a classroom without the teacher's permission
- Leaving trash at lunch table
- Misbehaving with substitute teacher

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> • W • PC • LD • CC (or end of line) • AASD • SS 	<ul style="list-style-type: none"> • PC • LD • CC (or end of line) • AASD • SS • loss of privileges up to 30 days 	<ul style="list-style-type: none"> • PC • AASD • SS • loss of privileges up to 60 days • possible 1-3 day suspension

- Willfully defying school staff
- Forging or altering school documents including admit slips, hall passes, parent notes, phone calls
- Tampering with teacher attendance sheets, grade books, or other instructional materials, etc.

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> • PC • AASD • SS • loss of privileges up to 30 days • possible 1-3 day suspension 	<ul style="list-style-type: none"> • PC • AASD • SS • loss of privileges up to 30 days • possible 1-3 day suspension 	<ul style="list-style-type: none"> • PC • AASD • SS • loss of school activities up to 60 days • possible 3-5 day suspension

DRESS CODE MATRIX

DRESS CODE MATRIX		
Clothing, jewelry or accessories (including body art) worn must meet the following expectations:		
<ul style="list-style-type: none"> ● Clothing will not have any connection or reference to gang affiliation, alcohol, drugs, tobacco, weapons, violence, intolerance, gambling, nudity, or bigotry of any kind. Clothing that degrades any cultural, religious, or ethnic values is prohibited. ● Undergarments must be covered. This applies to all students: no sagging pants or exposed bras. ● Shirts and tank-tops that expose one's midriff and/or torso are not to be worn on campus. ● Shorts and skirts must be longer than thumb length when the arm is fully extended. ● Torn or ripped fabric must be below one's thumb length when the arm is fully extended. ● Headgear including hats, hoods, stocking caps, beanies, hairnets, or "do" rags MAY NOT be worn inside buildings; this includes hoods on hoodie-style shirts. Exceptions are made for religious, and medical purposes and when outdoors during PE and lunch. ● Shoes must be worn at all times. No slippers or flip-flops allowed. Sandals must have a back-strap. 		
*FIRST OFFENSE: Warning and change of clothes required.		
2nd Offense	3rd Offense	4th Offense
<ul style="list-style-type: none"> ● change of clothes required ● Parent Contact ● Parent & student must sign Dress Code Violation letter 	<ul style="list-style-type: none"> ● change of clothes required ● Parent Contact ● detention ● parent & student must sign Dress Code Violation letter 	<ul style="list-style-type: none"> ● change of clothes required ● Parent Contact ● Saturday School ● Parent & student must sign Dress Code Violation letter

PERSONAL PROPERTY and PLAY EQUIPMENT		
Wells School will not be responsible for lost, stolen, or confiscated items. All personal technology resources (electronics, including ear buds) must be out of sight, turned off and stored in backpacks once on campus. Toys are not allowed in class due to possible distracting and/or disruptive behavior. Students may bring basketballs, tennis balls, Frisbees and footballs on campus for use during lunch period on the blacktop only . During the school day, any personal play equipment of this nature must be carried quietly (WITHOUT BOUNCING) to class to avoid disrupting classes in session. Students who are unable to transport this equipment properly, or choose to play in areas other than the blacktop, will have the item confiscated and returned to them at the end of the school day. The school is not responsible for lost, stolen, missing, or damaged personal property.		
<ul style="list-style-type: none"> → Possessing laser pointers, pens, or exploding poppers → Possessing violent toys including replica guns, knives, grenades, training knives, swords → Excessively bouncing ball on campus 		
1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ● item confiscated ● PC ● LD ● AASD ● SS 	<ul style="list-style-type: none"> ● item confiscated ● PC ● AASD ● SS ● possible 1-5 day suspension 	<ul style="list-style-type: none"> ● item confiscated ● PC ● SS ● possible 1-5 day suspension

PERSONAL TECHNOLOGY DEVICE/RESOURCE POLICY

→ Using a personal technology DEVICE/resource (including cell phones and tablets) during class time without teacher permission.

First Offense: Warning.

2nd Offense	3rd Offense	4th Offense and beyond
<ul style="list-style-type: none"> item confiscated parent must sign Personal Technology Violation letter student may retrieve device at end of day 	<ul style="list-style-type: none"> item confiscated parent must sign Personal Technology Violation letter parent/guardian must come to the school office to retrieve device 	<ul style="list-style-type: none"> item confiscated parent must sign Personal Technology Violation letter parent/guardian must conference with administration to retrieve device loss of on-campus personal technology privilege AASD SS

Unauthorized and/or inappropriate use of personal technology resource including communication (email, chat, text messaging, etc.), making use of "apps" (photography, music, game, video, etc.) or taking and/or storing of unauthorized photos, videos, music, etc. This includes taking **ANY** photos or video of **ANY** student, faculty, or staff on campus **without** permission. Use of personal device in bathroom or locker room.

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> item confiscated parent must sign Personal Technology Violation letter parent/guardian must come to the school office to retrieve device AASD loss of school activities up to 30 days possible 1-5 day suspension 	<ul style="list-style-type: none"> item confiscated parent must sign Personal Technology Violation letter parent/guardian must come to the school office to retrieve device AASD SS loss of school activities up to 30 days possible 1-5 day suspension 	<ul style="list-style-type: none"> item confiscated parent must sign Personal Technology Violation letter parent/guardian must come to the school office to retrieve device AASD SS loss of school activities up to 30 days possible 1-5 day suspension

Violating "Student Acceptable Use Agreement"

→ Unauthorized using of the internet
 → Unauthorized using of school equipment

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> PC AASD SS loss of school activities up to 30 days possible 1-3 day suspension 	<ul style="list-style-type: none"> PC AASD SS loss of school activities up to 30 days possible 1-3 day suspension loss of computer use for one semester 	<ul style="list-style-type: none"> PC AASD SS loss of school activities up to 30 days possible 1-3 day suspension loss of computer use for one semester

PERSONAL TRANSPORTATION EQUIPMENT

Bicycles, scooters, and skateboards must be operated in a safe manner to and from school. They are NOT to be ridden on campus at any time and MUST be stored in the bike rack area. **Students are required by law to wear helmets and WILL NOT be allowed to leave campus without wearing one.** During the school day, **any personal play equipment** of this nature must be stored in the designated area for bikes and scooters, etc. Students are not allowed to carry or play with this equipment on campus. This includes before and after school hours. However, students may ride on the blacktop on their way to and from the locker area (no stunts, etc.)

SECTION 1. Section 21212 of the California Vehicle Code 21212.

(a) A person under 18 years of age shall not operate a bicycle, a non-motorized scooter, or a skateboard, nor shall they wear in-line or roller skates, nor ride upon a bicycle, a non-motorized scooter, or a skateboard as a passenger, upon a street, bikeway, as defined in Section 890.4 of the Streets and Highways Code, or any other public bicycle path or trail unless that person is **wearing a properly fitted and fastened bicycle helmet** that meets the standards of either the American Society for Testing and Materials (ASTM) or the United States Consumer Product Safety Commission (CPSC), or standards subsequently established by those entities. This requirement also applies to a person who rides upon a bicycle while in a restraining seat that is attached to the bicycle or in a trailer towed by the bicycle.

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> • item confiscated, • student can only claim if wearing a helmet otherwise parent must reclaim item • possible detention 	<ul style="list-style-type: none"> • item confiscated • student can only claim if wearing a helmet otherwise parent must reclaim item • AASD • SS 	<ul style="list-style-type: none"> • item confiscated for 30 days • SS

TRUANCY (EXCUSED or UNVERIFIED ABSENCES)

Any student who has 3 or more days of unverified absence in a school year is a truant (California Ed Code 48260). Students with excessive absences and/or tardies will be referred to the Student Attendance Review Board (SARB). If you know that your student will be out for five days or more, contact the office at least two weeks in advance for possible options such as Independent Study.

→ For every 3 unexcused absences

3 Unexcused Absences	6 Unexcused Absences	9 Unexcused Absences
<ul style="list-style-type: none"> • PC • Detention 	<ul style="list-style-type: none"> • PC • Detention 	<ul style="list-style-type: none"> • PC • SS

- Leaving classroom without permission
- Not going directly to school office when instructed
- Not attending class period

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> • PC • AASD 	<ul style="list-style-type: none"> • PC • AASD 	<ul style="list-style-type: none"> • PC • SS

- Partial to Full-day cut
- Leaving campus during the school day without written permission

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> • PC • SS • possible police contact 	<ul style="list-style-type: none"> • PC • SS • police contact • loss of school activities up to 30 days • School Attendance Review Board (SARB) referral 	<ul style="list-style-type: none"> • PC • SS • police contact • loss of school activities up to 60 days • School Attendance Review Board (SARB) referral

<p>Students who are wandering during AP or do not attend a teacher's mandatory AP session will be assigned Administrative After School Detention. AP is for learning! Students who are not being productive or misbehave during AP, to the point of needing to be removed from the classroom, will be sent to an assigned detention room and be given an automatic Administrative After School Detention. The AP period is a gift to students. Misbehavior will not be tolerated at the expense of others' learning.</p>		
<p>→ Not attending a teacher's detention, mandatory Working Lunch or Academic Prep (AP) period → Misbehaving in a teacher's detention, mandatory Working Lunch or Academic Prep (AP) period → Not attending (cutting) AP period</p>		
1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> • PC • AASD 	<ul style="list-style-type: none"> • PC • AASD 	<ul style="list-style-type: none"> • PC • SS

<p>TARDY TO CLASS: Students are expected to be in their assigned room and seat when the bell rings. Tardies are computed per quarter and will receive the following consequences:</p>		
Tardy 1-2	Tardy 3-5	Tardy 6 and beyond
<ul style="list-style-type: none"> • handled by classroom teacher 	<ul style="list-style-type: none"> • AASD (for each tardy) 	<ul style="list-style-type: none"> • SS (for each tardy thereafter) • loss of school activities up to 30 days

ED CODE VIOLATIONS		
<p>California Education Code Section 48900</p>		
<p>→ Possessing any knife or other dangerous object of no reasonable use to the pupil → Possessing any controlled substance → Committing or attempting to commit robbery or extortion → Committing or attempting to commit assault or battery on a school employee → Harassing, threatening, intimidating or retaliating against a student witness in a discipline case → Stealing or attempting to steal school or private property → Knowingly received stolen school or private property</p>		
1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> • PC • police contact • 1-5 day suspension • possible expulsion recommendation • private agency counseling referral • restitution (repairs, staff time, replacement) • loss of school activities up to 30 days 	<ul style="list-style-type: none"> • PC • police contact • 1-5 day suspension • possible expulsion recommendation • private agency counseling referral • restitution (repairs, staff time, replacement) • loss of school activities up to 30 days 	<ul style="list-style-type: none"> • PC • police contact • 1-5 day suspension • private agency counseling referral • restitution (repairs, staff time, replacement) • loss of school activities up to 30 days • possible alternative placement

<p>Caused, attempted to cause, or threatened to cause physical injury to another person. Causing serious physical injury to another person, except in self-defense → Possessing an imitation firearm → Gambling of any kind → Possession or viewing of pornographic materials → Entering the restroom of the opposite gender not of their chosen gender identity</p>		
1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> • item confiscated • PC • possible police contact • AASD • SS • parent to reclaim item • possible 1-5 day suspension • possible expulsion recommendation • private agency counseling referral • restitution (repairs, staff time, replacement) • loss of school activities up to 30 days 	<ul style="list-style-type: none"> • item confiscated • PC • possible police contact • AASD • SS • parent to reclaim item • possible 1-5 day suspension • possible expulsion recommendation • private agency counseling referral • restitution (repairs, staff time, replacement) • loss of school activities up to 30 days 	<ul style="list-style-type: none"> • item confiscated • PC • possible police contact • AASD • SS • parent to reclaim item • possible 3-5 day suspension • possible expulsion recommendation • private agency counseling referral • restitution (repairs, staff time, replacement) • loss of school activities up to 60 days

<p>→ Possessing or being under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind → Possessing, selling or negotiating to sell drug paraphernalia → Arranging, offering or negotiating to sell look-a-like controlled substances (drugs, alcohol, intoxicants of any kind) → Possessing or using tobacco, including e-cigarettes, vapors, etc. → Possessing a lighter</p>		
1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> • item confiscated • PC • possible police contact • AASD • SS • parent to reclaim item • possible 1-5 day suspension • possible expulsion recommendation • private agency counseling referral • restitution (repairs, staff time, replacement), loss of school activities up to 30 days • attend Smoking Cessation or Drug Diversion Program 	<ul style="list-style-type: none"> • item confiscated • PC • possible police contact • AASD • SS • parent to reclaim item • possible 1-5 day suspension • possible expulsion recommendation • recommendation private agency counseling referral • restitution (repairs, staff time, replacement) • loss of school activities up to 30 days • attend Smoking Cessation or Drug Diversion Program 	<ul style="list-style-type: none"> • item confiscated • PC • possible police contact • AASD • SS • parent to reclaim item • 1-5 day suspension • possible expulsion recommendation • private agency counseling referral • restitution (repairs, staff time, replacement) • loss of school activities up to 60 days • attend Smoking Cessation or Drug Diversion Program

BULLYING		
<ul style="list-style-type: none"> → Teasing, name-calling, "roasting" → Commenting negatively about race, ethnicity, gender, sexual orientation, religion, etc. → Harassing, intimidating, hazing, sexually harassing → Committing hate violence/hate mail → Bullying, harassing, intimidating via electronic communication devices (cyber bullying) including a message, text, sound or image → Posting to or creating a "burn page" → Creating a false profile/credible impersonation of another actual student for the purpose of bullying the student 		
1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> • PC • mediation • possible police contact • AASD • SS • loss of school activities up to 30 days • possible 1-5 day suspension 	<ul style="list-style-type: none"> • PC • mediation • possible police contact • AASD • SS • loss of school activities up to 30 days • possible 1-5 day suspension 	<ul style="list-style-type: none"> • PC • mediation • possible police contact • AASD • SS • loss of school activities up to 60 days • possible 1-5 day suspension

ED CODE VIOLATIONS WHICH REQUIRE MANDATORY SUSPENSION
<p>California Education Code Section 48915</p> <p>(c) The principal or superintendent of schools shall <u>immediately suspend</u>, pursuant to Section 48911, <u>and shall recommend expulsion</u> of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:</p>
<p>(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil 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. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.</p> <p>(2) Brandishing a knife at another person.</p> <p>(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.</p> <p>(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.</p> <p>(5) Possession of an explosive.</p>
<p>1st Offense: PC, police contact, 5 day suspension, expulsion recommendation for 1 calendar year</p>

UNIFORM COMPLAINT PROCEDURES

The Board of Education recognizes that the district has primary responsibility for insuring that it complies with applicable state and federal laws regarding governing educational programs. The district shall investigate and seek to resolve complaints at the local level. Please see the school office for additional information regarding this process.

DUBLIN UNIFIED SCHOOL DISTRICT- STUDENT ACCEPTABLE USE AGREEMENT (Technology Resources)

I, _____ (student's name) and my parent or guardian, _____, agree to all of the following provisions regarding student use of technology resources on District premises or at a school-sponsored event.

1. Student use of technology and the Internet on District premises or at a school sponsored-event is a privilege that may be taken away at any time.
2. All personal technology resources (this includes, by way of illustration and not limitation, cellular phones and computers) shall be turned off unless a District employee authorizes their use.
 - a. If the personal technology resource permitted for use is a computer, the student must have a power supply for the computer as well as a carrying case (backpack is permitted).
 - b. All personal computer equipment/supplies must be clearly labeled with the student's name. This includes, by way of illustration and not limitation, the computer, power cord, and backpack/carrying case.
 - c. Personal technology resources shall only be available for use as authorized by a District employee; any unauthorized use may subject the student to discipline, including and up to expulsion.
 - d. While on District premises or at a school-sponsored event, students shall use their personal technology resources, in a safe, responsible, and appropriate manner.
 - e. The District is not responsible for any damage to personal technology resources.
3. Students are responsible for all work assigned, even if the technology resource they use is being repaired. The District shall provide resources necessary to complete assignments.
4. Students shall use District technology and the Internet in a safe, responsible, and appropriate manner.
5. Students shall use District and personal technology resources according to the Board Policy 6163.4 and Administrative Regulation 6163.4. Failure to adhere to these policies may result in discipline including and up to expulsion.
6. Students shall have no expectation of privacy in District or personal technology resources while on District premises or at a school-sponsored event. Computer files and electronic communications, including email, are not private and may be accessed by the District at any time for the limited purpose of ensuring compliance with Board policies and regulations. This includes computer files and electronic communications which are accessed using District technology or through the District's network but are stored externally.
7. Students shall not install software onto District laptop or desktop computers.
8. Students shall not interfere with, delete, or disable any District-installed program(s) or application(s) on District laptop or desktop computers.
9. Students shall not damage District technology and shall be financially responsible for any repair or replacement required, as determined by the principal or his/her designee.
10. I certify that I have read this Agreement, Board Policy 6163.4, Administrative Regulation 6163.4, and that I understand their meaning and purpose.

Student Signature: _____

Date: _____ Parent/Guardian Signature: _____

To Be Completed by Student's Parent/Guardian

- I permit my student to open a Google account and I will assist him/her in the process.
 - With Google Tools.
 - Without Google Tools.
- I give permission for my student to access websites, chosen by my student's teacher, for the purpose of facilitating my student's education.
- I give permission for my student's work to be posted on a classroom website without identifying their name.
- I give permission for my student's work to be posted on the teacher's private YouTube account for access only by those given the URL.

Date: _____ Parent/Guardian Signature: _____

Failure to read and complete this form may result in technology use restrictions.

