

Student Name: _____

T.D. WELLS MIDDLE SCHOOL
6800 Penn Drive
Dublin, CA 94568

(925) 828-6227

(925) 829-8851 – fax

Mission Statement

The mission of Wells Middle School is to provide a learning environment which promotes honesty, excellence, achievement, respect and tolerance.

A Welcome From The Administration...

Welcome to Wells Middle School. We are looking forward to your becoming a part of the outstanding tradition that was started in 1960 and makes us what we are.

Work hard in classes and take advantage of all the extracurricular activities that interest you. Participation in all aspects of Wells Middle school life will give you a richer school experience.

The staff has prepared this handbook to help you get the most out of your school experience. The use of this planner should help ensure your success by raising self-esteem and grades. If you have questions, please feel free to ask. All of the staff at Wells is here to help you.

Have a GREAT year!

Dr. Ean Ainsworth, Principal
Jason Matlon, Assistant Principal
Holly Ellison, RTI Coordinator



www.dublinusd.org

Wells Middle School Calendar 2015-2016

First Day of School	August 26
NO SCHOOL – Labor Day	September 7
Back-to-School Night	September 9
Spirit Week	September 21 - 25
Back to School Dance	September 25
Red Ribbon Week	October 26
NO SCHOOL – Veteran’s Day	November 11
NO SCHOOL – Thanksgiving Break	November 23-27
MINIMUM DAY – Winter Break	December 18
NO SCHOOL – Winter Break	December 21 – January 1
NO SCHOOL – Martin Luther King Day	January 18
NO SCHOOL – President’s Day	February 15
Open House	March 3
Wells/Fallon Dance @ Fallon	March 11
NO SCHOOL – Spring Break	April 4 – 8
NO SCHOOL – Memorial Day	May 30
Yearbook Party – 2:30pm	June 3
8 th Grade Celebration	June 8
8 th Grade Discovery Kingdom Trip	June 8
MINIMUM DAY	June 9-10
Promotion Practice – 9am	June 10
Promotion Ceremony – 4pm	June 10

2015-2106 Bell Schedule

MON	TUES	WED	THUR	FRI
Per 0 7:35a - 8:25a	Per 0 7:35a - 8:25a	Per 0 7:35a - 8:25a	Per 0 7:35a - 8:25a	Per 0 7:35a - 8:25a
Per 1 8:35a - 9:30a	Per 1 8:35a - 9:30a	Per 1 8:35a - 9:25a	Per 1 8:35a - 9:30a	Per 1 8:35a - 9:30a
Per 2 9:34a - 10:30a	Per 2 9:34a - 10:24a	Per 2 9:39a - 10:15a	Per 2 9:34a - 10:24a	Per 2 9:34a - 10:30a
Per 3 10:34a - 11:30a	A/P 10:28a - 10:53a	Per 3 10:19a - 11:05a	A/P 10:28a - 10:53a	Per 3 10:34a - 11:30a
Per 4 11:34a - 12:30p	Per 3 10:57a - 11:47a	Per 4 11:09a - 11:55p	Per 3 10:57a - 11:47a	Per 4 11:34a - 12:30p
Lunch 12:30p - 1:10p	Per 4 11:51a - 12:41p	Lunch 11:55p - 12:36p	Per 4 11:51a - 12:41p	Lunch 12:30p - 1:10p
Per 5 1:14p - 2:10p	Lunch 12:41p - 1:23p	Per 5 12:40p - 1:26p	Lunch 12:41p - 1:23p	Per 5 1:14p - 2:10p
Per 6 2:14p - 3:11p	Per 5 1:27p - 2:17p	Per 6 1:30p - 2:16p	Per 5 1:27p - 2:17p	Per 6 2:14p - 3:11p
	Per 6 2:21p - 3:11p		Per 6 2:21p - 3:11p	

MINIMUM DAY	COLLABORATION
Per 0 7:50a - 8:25a	Per 0 7:35a - 8:25a
Per 1 8:35a - 9:06a	Per 1 8:35a - 9:19a
Per 2 9:10a - 9:40a	Per 2 9:23a - 10:05a
Per 3 9:44a - 10:14a	Per 3 10:09a - 10:51a
Per 4 10:18a - 10:48a	Per 4 10:55a - 11:37a
Lunch 10:52a - 11:22a	Lunch 11:37a - 12:19p
Per 5 11:26a - 11:56a	Per 5 12:23p - 1:05p
Per 6 12:00p - 12:30p	Per 6 1:09p - 1:51p

ATTENDANCE

Daily school attendance is vital to a student's academic progress. Unless your child is seriously ill, they need to be in school. State law mandates compulsory full-time education for all school age children, unless exempted by statutory exclusions. ***Please note: California public schools do not receive monies unless a student is in class. Even excused absences result in a loss of revenue. Daily attendance is expected in order for a student to succeed.*** Please make every effort to arrange all appointments outside the school day. It is the parents' legal responsibility to ensure that their children attend school. Further, the state has authorized that penalties may be assessed against the parent(s) for failure to do so. School authorities may refer the parent(s) and student to the School Attendance Review Board (SARB) and, if necessary, to the District Attorney's office for disposition when directions from the School Attendance Review Board are not followed.

ATTENDANCE REQUIREMENTS

The single greatest cause for class failure is poor attendance. If a student is to receive maximum value from his/her middle school years, daily attendance is a necessity. *For attendance purposes, the student is responsible for having his/her parent or designee telephone or e-mail the school or to bring in a note whenever (s)he is absent.* The office is open from 7:30 a.m. to 4:00 p.m. A telephone call, e-mail, or note by the parent/designee or doctor or each day the student is absent means that no action is required and no admit slip is necessary. If the parent is unable to call during regular school hours, a message may be left on the school attendance line which operates twenty-four (24) hours a day by dialing (925) 828-6227 and pressing **two (2)**.

Any absences more than 3 consecutive days will require a doctor's note.

AUTOMATIC DIALER / TIMELINE

If your student's absence is not verified, calls home will be generated by an automated phone dialer to all phone numbers provided as well as any e-mail address provided if your student's absence is not verified. Please call the office to clear all absences.

All absences must be cleared by a parent/guardian within two (2) days following the student's return to school. Once 48 hours have passed after a student's return, the un-cleared absence WILL be recorded as an unexcused absence. A telephone call from a parent after the forty-eight (48) hour time limit will not excuse these absences.

EXCUSED ABSENCES

Excused absences from school:

- **Illness or Injury:** A signed medical excuse will be required if the student accumulates **three (3) consecutive days** of illness within the school month.
- Quarantine directed by a county or city health officer.
- Medical, dental, orthodontic or optometrist appointment.
- Attending funeral services of a member of the pupil's immediate family. The absence may not exceed more than one (1) day if the services are in California, not more than three (3) days if the services are conducted outside of California.
- ***Personal Justifiable Reasons:**
 - Moral and religious instruction for no more than one (1) hour per week and no more than four (4) days per semester. Parental request must be on file in writing with the school principal and attendance office for each hour verified to the principal in accordance with Ed. Code 46014, Title 5, Sec. 420.
 - Appearance in court
 - Observation of a holiday or ceremony for his/her religion
 - Funeral services for someone not a member of the immediate family
 - Family emergencies
 - Appearance at SARB meeting

****All Personal Justifiable Reasons must be submitted in writing prior to the date of absence and have approval from administration.***

TARDY POLICY

Students who are tardy to class interrupt the teacher's instructional plan and the learning process of all students in the class, and their tardiness affects their ability to learn. Students are considered TARDY if they are not sitting in their seats ready for instruction when the bell rings. **Physical Education students are considered tardy if they are not in the locker room prior to the tardy bell.** Each department has a departmental policy for handling the first two (2) tardies in any one class within their department.

Tardies are computed per class, per QUARTER:

- Tardies 1-2: Handled by the classroom teacher. Parents are notified by teacher.
- Tardies 3-4: Student is assigned an after school detention by the Administration and may be placed on a contract.
- Tardy 5: In one class (or 10 overall) in a quarter will result in a Saturday School and loss of Good Standing status.
- Continued tardies will result in subsequent Saturday Schools, parent/administrator conference, attendance contract, possible SARB referral, and work detail.

Late to School: Students who arrive after 8:40 a.m. must obtain a pass from the office to enter class. Late arrival due to a doctor appointment can be excused by a note from parent or doctor.

Unexcused tardies to first period result in community service at school that day.

DETENTION

Detention will take place after school. Detention will last 50 minutes from 3:11 p.m. to 4:00 p.m. Students must arrive on time. Students are expected to work the whole time. No sleeping, eating or electronic devices are permitted. Work detail may also be assigned. Failure to show up for a detention will result in Saturday School.

SATURDAY SCHOOL

Saturday School will take place on selected Saturdays within the month from 8:30 a.m. to 11:30 a.m. The time will be used as a study hall. Students must show up on time and will not be allowed to sleep, eat (except for break time), or use electronic devices. Failure to show up for Saturday School will result in suspension.

MAKE-UP WORK

Students and parents/guardians are encouraged to utilize the student information system (Infinite Campus) to monitor student progress, including homework completion. Suspended students are expected to complete work, quizzes and tests missed during their absence. **Students have time equal to the number of days of their absence to turn in homework and classwork missed as well as to schedule make up tests/quizzes. Please see your teachers ASAP upon your return to get missed work.**

HOMEWORK POLICY DURING ABSENCE

It is the student's responsibility to request make-up work. Homework can be collected for students who are out due to illness. Please call the office to request homework. Allow 24 hours for collection of assignments.

STUDENTS IN GOOD STANDING

Students are considered to be in "Good Standing" at Wells if they exhibit positive behavior, self discipline, attendance and performance. **Any of the following may cause a student to fall out of "Good Standing": less than a 2.0 GPA, one or more Fs, excessive absenteeism (not including medical notes provided by a verifying physician), excessive discipline issues (including violation of dress code or 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.

Students not in "Good Standing" will be excluded from school privileges for one quarter. Students exhibiting improvement may, at the discretion of the Assistant Principal, be allowed to participate in school activities and privileges.

LEAVING CAMPUS DURING THE SCHOOL DAY

If it is necessary for a student to leave the school grounds during school hours for any reason, (s)he **must sign out in the main office.** Students may only be signed out and picked up by an adult specified on their emergency card.

Leaving campus without permission will result in a cut.

AFTER SCHOOL HOURS

Students not participating in extra-curricular activities must leave campus **20 minutes after school is dismissed.**

VISITORS ON CAMPUS

We strive to create a safe, hospitable environment for students, staff, and guests at Wells. Parents are always welcome to visit our school and classrooms. In order to make arrangements we request 24 hours notice. All other visitors must receive prior approval from Administration. Visitors are required to register in the main office and obtain a visitor's pass. **Students from other schools are not allowed to visit Wells Middle School during school hours. This includes lunch.**

STUDENT RECOGNITION

Wells rewards positive, student initiated behavior in a quick, productive, and encouraging manner. All students are eligible to participate and have opportunities for reinforcement from any staff member.

ROADRUNNER OF THE MONTH

Staff members nominate students who display exemplary behavior aligned with our Character Education program. These students receive special recognition and rewards.

STUDENT OF THE QUARTER

Students are nominated quarterly by staff members and recognized with a certificate for positive and attitude and contributions to Wells Middle School.

HONOR ROLL

Students are honored for demonstrating academic excellence each quarter.

3.0 – 3.49 GPA = Honor Roll

3.5 – 4.00 GPA = Principal's Honor Roll

HONOR ROLL REWARDS PARTY

Students who achieve honor roll status will be invited to attend an Honor Roll Reward Party **ONLY** if they attend the Honors Evening.

DUBLIN INTEGRITY IN ACTION

Each month the Dublin Unified School District places emphasis on character education traits. We encourage students to use these positive character traits at school as well as home.

Aug/Sept - I am Respectful

October - I am Responsible

November - I am Caring

December - I am Giving

January - I have a Positive Attitude

February - I am Trustworthy

March - I am Cooperative

April - I do My Best

May - I am Honest

June/July - I have Self-Discipline

ROADRUNNER "TRAITS OF EXCELLENCE"

In middle school, students learn to distinguish the difference between character traits deemed by society as important for functioning together, and those that help an individual achieve their own personal goals.

Performance Character

Drive

Ambition

Pride in work

Grit
Organization
Adaptability
Resilience
Courage
Diligence
Endurance
Determination
Initiative
Curiosity

Confidence
Collaboration
Creativity
Responsibility
Work Ethic
Craftsmanship
Positive Attitude
Imagination
Perseverance

Preparedness
Self-direction
Resourcefulness
Dependability
Enthusiasm
Critical Thinking
Entrepreneurship
Integrity
Passion

Moral Character

Self-Control
Sensitivity
Cooperation
Courtesy
Graciousness
Truthfulness
Moderation
Trustworthiness
Service
Peacefulness
Emotional

Empathy
Wisdom
Civility
Friendliness
Honesty
Caring
Justice
Generosity
Citizenship
Loyalty
Intelligence

Compassion
Respect
Love
Humility
Self-Awareness
Kindness
Forgiveness
Gratitude
Hope

ACADEMIC PROGRAM

Middle school is a time to explore new subjects, try new activities, and develop the habits that will help our students succeed in life. Your student's classes will be interesting and challenging. Keeping up with your student's work is crucial. If your student is confused about their assignments or is in need of extra help, be sure to seek assistance from a teacher, counselor, or other trusted adult.

HOMEWORK

Good grades result when students keep up with their work. To help your student remember their homework assignments, keep handy the telephone number of two or three friends in their class. These are the people to call when you need to ask questions about their assignments. Our teachers maintain current "homework hotlines", Parent Portal or web sites to assist students and parents.

WORKING LUNCH

Any student who does not complete an assignment for homework may be assigned to a "Working Lunch". Students will bring their lunch to a designated classroom and work on the assignments in order to receive full credit for that assignment. These "Working Lunches" are held each day and the teachers will give passes to students in order to report to the class. Failure to attend an assigned "Working Lunch" may result in detention or Saturday School.

REPORT CARDS

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

WEEKLY PROGRESS CHECKS

A weekly progress check might be helpful for some students. Generally progress checks are completed on Fridays. Students may obtain these forms at the student window. Please contact teachers or counselors if you choose to initiate this method of monitoring your student's progress.

INTERVENTIONS

A number of academic support interventions are available at Wells. Please contact the Counselors or Administrators for details.

PROMOTION/RETENTION

Wells will follow the district adopted promotion/retention policy.

STUDENT PLANNER

Wells Middle School Parent Faculty Club will provide the first copy of the student planner to each student. In the event the planner is misplaced, students may purchase a replacement planner. Planners are used to record daily assignments, long term projects, upcoming tests, etc. It is the responsibility of the students to have a required planner each day as it can also be used as a communication tool between parents and teachers.

EIGHTH GRADE PROMOTION CEREMONY

Participation in the graduation ceremony at Wells Middle School is a privilege. In order to earn this privilege, students must have met academic, behavioral and financial responsibilities prior to the ceremony. Students need to achieve **at least a 1.75 overall GPA** to be honored in June with a promotion ceremony. Promotion to high school does not guarantee participation in this ceremony. ** A student will only receive a promotion certificate if the student participates in the June ceremony.** **Promotion certificates will not be distributed to students with an outstanding balance on their account.**

FIELD TRIPS (Study Trips)

Although out-of-class educational experiences are an important part of the middle school experience, school sponsored activities are considered excused absences. Students are expected to meet due dates and turn in all missed work while attending field trips and/or extra curricular events. It is the student's responsibility to arrange to make up assignments and tests. **All outstanding balances must be cleared for students to participate in school activities.**

BAND ACTIVITIES

A **2.0 GPA** and no more than one (1) "F" is required from the 2nd quarter report card grading period to participate in all extracurricular band activities, including Disneyland. **Students must also pass off on all required music.**

ASSEMBLY / RALLY BEHAVIOR

Assemblies and rallies are designed to build school pride and promote unity among students. Students are expected to sit and be respectful in their designated area (unless part of the assembly). Students will refrain from booing the participants, or cause a disruption by engaging in unsafe activities. Students are not to throw objects during assembly/rally. Those students who are observed engaging in inappropriate behaviors will be removed from the assembly/rally and may be suspended from school. **Any student removed from the assembly/rally will not be permitted to attend other assembly/rallies during the school year.**

GENERAL INFORMATION

ARRIVAL/DEPARTURE FROM SCHOOL

We request that students be dropped off and picked up along Penn Drive. **For the safety of all students, please DO NOT ENTER the SCHOOL PARKING LOTS.**

For safety reasons, students should not arrive at school more than 30 minutes before the first bell unless attending a supervised activity such as breakfast or teacher tutorials.

Students should leave campus no later than 30 minutes after the last bell unless in a supervised activity such as extracurricular activities, academic support programs, or detention. Students should exit campus within 15 minutes after the end of these activities.

SKATEBOARDS, SCOOTERS AND ROLLERSKATES/BLADES

Use of skateboards, scooters and roller skates/blades, or roller skate shoes will not be allowed on any part of the campus (*this includes the parking lot and blacktop areas*). Gasoline-powered scooters or skateboards are not allowed on campus.

Items ridden on campus may be confiscated – repeat offenders will be assigned a detention.

BICYCLES

Bicycles are to be locked in the bicycle racks provided by the school. Bicycles are **not** to be ridden on any part of the campus, **this includes outer walkways and parking lots** between the hours of 7:00 a.m. and 4:00 p.m. If it becomes necessary to move a bicycle on any part of the campus, it must be walked to its destination.

CLOSED CAMPUS POLICY

Wells is a closed campus. Students are not to leave campus for any reason. Permission to leave campus will be granted **only** if you have a written note from home turned into the attendance office. **Leaving campus without permission will result in a cut and possible police contact.**

HEALTH NEEDS

The Health Clerk has a room in the main office for students who are feeling ill. ***Students must advise his/her teacher prior to checking in at the health office.*** The office staff will call a parent if necessary.

Medication: State law prohibits students from possessing drugs, including prescription and non-prescription, on a school campus. Information and forms are available if it is necessary for a student to take medication at school.

STUDENT WINDOW

The office staff is eager to help our students. In order to do so efficiently, we ask all students to use

the Student Window located in the "E" wing foyer. The front door is for parents and adult guests ONLY.

TEXTBOOKS AND LIBRARY BOOKS

Texts and library books are the property of Dublin Unified School District. All textbooks should be covered and handled carefully. Issued textbooks are important and are a direct responsibility of the student. Students will pay for any damage to or loss of textbooks (E.C. 19910). The school reserves the right to withhold privileges and impose consequences if this responsibility is not met. Library late fees will be assessed at the end of the school year.

SCHOOL PROPERTY

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

No student is allowed on the main campus over holidays or weekends. This is in violation of California Penal Code 602.

LOST AND FOUND

Lost and found articles will be kept outside of the student window and unclaimed items will be donated to charity at the end of each.

ROADRUNNER CAFÉ

Prepaid accounts are available and activated by student ID cards. Students are required to show their ID cards in order to use their account. Café policies are posted and we expect all patrons to follow these. Service is provided for breakfast and lunch. Students are welcome to bring their own food or purchase from our varied menu. In the event that a student is unable to purchase a meal, they may receive up to 2 combo meals on credit. *To add funds to a student's card, send a check with the student or go to the district website and go to (My School Bucks*) and add funds online.* *This transaction may take 2-3 days to process.

FORGOTTEN ITEMS

In an emergency, any forgotten items such as homework, lunches, P.E. clothes may be brought to school by parents and left in the office. Students will receive the items in a timely and appropriate manner.

SCHOOL PHONE USE

All classrooms are equipped with phones. Students may use a classroom phone in an emergency or with the permission of the teacher. Office phone usage is available upon request at the Student Window. Students should not use their cell phones at school during the day, including passing periods or lunch.

ELECTRONIC DEVICE POLICY

Electronic devices include, but are not limited to music players, phones, tablets, walkie-talkies, games or any infrared transmitted device.

- No electronic devices may be used while on campus without express consent. This includes phone calls, text-messaging, picture-messaging or any other form of communication through device.
- Due to privacy laws regarding minors, cell phones are not to be used to photograph, videotape, or record students at school or school activities without the prior consent of parents/guardians and approval of school staff.
- The use of communication devices to threaten, harass, ridicule, or other forms of cyber bullying, are prohibited and may result in police contact, suspension or expulsion.
- Taping with cell phones on campus is in violation of privacy. The use of cell phones to record/video tape fights or other students on or off campus may result in suspension and/or expulsion.
- Electronic devices must be turned over in their **entirety** if confiscated. If earphones are visible, you are violating the electronic device policy and device and earphones will be confiscated.
- School authorities are allowed to collect all electronic devices during school hours.
- **Students must be aware that Wells Middle School is not responsible for any lost or stolen items.**

NOTE TO PARENTS:

If you need to contact your student during the school day, please call the office. Calling your child's cell phone or texting your student will disrupt learning and may result in confiscation of the phone.

Electronic devices are not to be visible or in use during school hours, including passing breaks or lunch unless under direct supervision of a staff member.

The following electronic device policy will be followed in the event that your student's electronic device is confiscated during school hours.

1st Offense: Electronic devices may be picked up from the Student Window at the end of the next school day AFTER signed Electronic Device Policy form is returned.

2nd Offense: Parent Conference with an Administrator. Please call to schedule an appointment at (925) 828-6227. Device may only be picked up by a parent with signed policy form.

3rd Offense: School detention and loss of school activities/privileges for 30 days. Device may only be picked up by a parent with signed policy form.

4th Offense & Beyond: Possible suspension from school. Return signed policy form.

PERFUMES 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.

GUM & SUNFLOWER SEEDS

To help maintain a clean campus gum and seeds are forbidden. Any student caught with either will serve campus clean-up.

NON SCHOOL RELATED MATERIALS

Only materials needed for learning or school activities are to be brought to school. Personal items should be appropriately stored upon arriving on campus. These materials will be confiscated if used inappropriately. The school will not be responsible for lost, stolen, or confiscated items.

- Bicycles, skateboards, scooters, roller skates/blades etc. must be operated in a safe manner. **They are NOT to be ridden on campus; this includes walkways and parking lots.**
- Bicycles must be locked in the bike racks and skateboards must be stored in the "E" Building foyer by Student Activities Window in the morning before school.
- Gasoline powered scooters or skateboards are not allowed on campus.
- All electronics as described in the Electronic Device Policy must be powered off and out of sight from the sound of the first bell to the last bell.

The school will not be responsible for lost or stolen items.

PE EXCUSES

A student who has been absent during PE will not be able to participate in the day's sports event unless cleared by an Administrator. Students must have a written note from home if they cannot participate in PE. The note must be submitted to the student's PE teacher and specify the following:

1. Date(s) to be excused (no more than 3 days)
2. Reason for being excused
3. Directions to dress down or not
4. Parent Signature
5. A written medical excuse from a physician is required if a student misses more than 3 days of PE. A written assignment will be given in place of active participation. The office cannot take verbal PE excuses over the phone.

SCHOOL RESOURCE OFFICERS AND CAMPUS SUPERVISORS

Dublin Police Officers serve as School Resource Officers at Wells Middle School. The SRO's assist Wells students and staff with daily operations of the District and act under the authority of the District and DPD. The responsibilities of the SRO's include ensuring a safe and peaceful environment, investigation of campus-related crimes/incidents and advising parents, student and staff on legal matters. The SRO's may conduct random searches of school facilities (classrooms, lockers, vehicles, other common areas) for drugs, weapons, etc. The SRO's may interview students about crimes committed on campus during school hours or at school events. It may be necessary for SRO's to take students into police custody.

Campus Supervisors serve as liaisons between staff and students. They also ensure the safety of our students and help maintain a peaceful learning environment. **Students are expected to obey the Campus Supervisors as they would any authority figure on campus.**

SEARCHES AND DRUG CANINES

Wells Middle School is committed to keeping our students safe and our school drug-free. Whenever a school official determines there is "reasonable suspicion" that a student has committed a crime, or carrying evidence of a crime, a search may be conducted. This search may include the student's backpack, cell phone and lockers. With this goal and the health and welfare of our students in mind, drug sniffing dogs may be employed at any time to patrol halls, lockers or school grounds. P.E. lockers are school property and may be searched at any time.

STUDENT ACTIVITIES / SERVICES

Wells Middle School has a number of after school and evening activities for students. Attending these activities is a privilege, and students may be excluded from a school activity due to poor academic performance or behavior problems.

SPORTS

Wells offers a variety of sports throughout the year. Students who achieve and maintain at least a 2.0 overall GPA and no more than one (1) "F" will be eligible to participate in our sports programs.

Active team members must demonstrate good citizenship and sportsmanship to be able to remain on the team.

DANCES

Dances are provided for the enjoyment of Wells students. Official permission slips and valid ID cards are required for purchase and attendance to each dance. Specific guidelines, hours and rules are

listed on each permission slip. Tickets are sold Monday-Thursday prior to the dance. Tickets will not be sold at the door. All school rules and policies (including dress code) are in effect and students may not engage in unsafe activities or inappropriate dancing.

STUDENT ID CARDS

All students must have a photo taken for ID purposes. **Students must carry their ID cards at all times.**

These cards will be used in the library, to check out equipment at lunch, for purchasing food in the cafeteria, and for admission to all school activities. Use of another student's ID card or student number will be subject to disciplinary. Lost/stolen IDs must be replaced at the expense of the student. IDs may be purchased for \$5.00 at the Student Window.

CLUBS

Wells offers a variety of club opportunities. Possibilities include: Science Club, Recycling Club, History, Black Student Union, Color Guard, and Woodworking Club to name a few.

FINES/OUTSTANDING BALANCES

All fines and outstanding balances must be cleared in order for students to participate in school activities and special events. **Yearbooks, dances, participation in sports, field trips and promotion certificates will not be distributed to students who have an outstanding balance.**

WELLS MIDDLE SCHOOL UNIVERSAL BEHAVIOR PLAN

At Wells Middle School, we believe that students need to be taught behavioral skills in the same way that they are taught academic skills. Our expectation is that every student at Wells will learn and adhere to our universal expectations for behavior:

Respectful, Responsible, Ready to Learn

Students will be taught what these expectations look like across our campus and in their classrooms. Our goal is to prevent negative behavior before it occurs, acknowledge positive behavior and provide consistent consequences when behavior doesn't meet our universal expectations.

STUDENT ATTIRE

The appearance of any student is primarily the responsibility of the individual and his/her parent(s)/guardian(s).

It is expected that each student be cooperative by maintaining an appearance that is not distracting to other students or teachers or is not detrimental to the educational process of the school.

Any apparel, jewelry, grooming or accessory which creates a safety or health concern or threatens to cause a disruption to the education process is prohibited, even if not specifically mentioned below and regardless of current fashion trends.

- Students must dress appropriately for educational activities in which they will participate so as not to endanger their health, safety, or welfare, or that of others.
- Dresses, skirts, and shorts **MUST BE TO MID THIGH ("fingertip" length)**, regardless of leggings and nylons.
- Shoes must be worn at all times. No slippers are allowed.
- No open toe shoes. All shoes should have a closed heel and closed toe.
- No high heels or stiletto heels should be worn if over 2 inches in height.
- No pajamas or pajama pants may be worn at school.
- Clothing, grooming, accessories, and jewelry shall be free of writing, pictures, symbols or any other insignia which are crude, vulgar, profane, obscene, libelous, slanderous or sexually suggestive. Clothing, grooming, accessories, and jewelry that degrade any cultural, religious, or ethnic values or which

advocate racial, ethnic or religious prejudice or discrimination, or which promote sex, the use of tobacco, drugs or alcohol or any unlawful act are prohibited.

- Hats, caps and other head covering shall **NOT** be worn in classrooms, except for valid medical or religious reasons, authorized in writing by a parent.
- Hats should be worn properly at all times, not to the side or backwards.
 - Hats may be worn outside or during lunch or PE. Baseball hats **must be worn with the bill in front.**
 - Dark glasses may not be worn indoors, except for valid medical reasons, authorized in writing by physician.
- Blankets may not be worn or wrapped around students. During inclement weather, coats, jackets, sweatshirts and/or sweaters should be worn.
- Clothes, apparel or attire must be sufficient to conceal undergarments at all times. Clothing, apparel or attire that fails to provide adequate coverage of the body, including but not limited to see-through or fishnet fabrics, bare midriffs, tank tops (less than 2 inches in width), tube tops, halter tops, spaghetti strap tops, razor back tops, off-the-shoulder or low-cut tops, or tattered or torn clothing are prohibited.
- Ladies are permitted to wear camisoles under loose fitting shirts as to not expose skin or undergarments.
- **NO sagging pants** are allowed.
- Any clothing, apparel or attire which could be used as a weapon is subject to administrative discretion.
- Gang-related apparel is prohibited, including but not limited to, bandanas, or other symbols, emblems or insignia.
- Students shall not display any materials which so incites others to create a danger or the commission of unlawful acts on school grounds, disrupts the school process or violates district or school site policies or rules.
- No torn or tattered clothing is allowed.
- All clothing must be size appropriate no matter what current fashion trends may be.
- Exceptions may be made by the Principal or Administrator particularly on special days, special events, or activities. Any violation of the school dress code(s) will be considered a violation of Education Code 48900 (k) –disruption of school activities and/or willful defiance of valid school personnel authority. Consequences may include detention, suspension or recommendation for expulsion. **Final determination of what constitutes appropriate dress will be made by school administration.**

HONOR CODE

Teachers and students will go over the years current **Honor Code** in class.

CHEATING, PLAGIARISM, or FORGERY:

Cheating, plagiarism or attempting to receive credit for something that was done by someone else is unacceptable. Wells Honor Code outlines possible consequences.

Forging documents is illegal and will result in disciplinary action.

PURPOSE OF DISCIPLINE

It is essential to maintain a safe environment that is conducive to learning. The Dublin Unified School District and Wells Middle School consider it important to provide for the fair and consistent treatment of all students. These procedures will be followed consistently and do not violate any individual rights guaranteed to students, including the right of due process. If there are questions about these procedures and processes please contact the Wells Middle School administration. Additional information about these procedures is covered in the State Education Code and the policies of the Dublin Unified School District. These will be made available upon request. Police involvement will be at the discretion of Wells administration.

STUDENT COMPLAINT PROCEDURE

Students should **at all times** follow the direction and/or instructions given by staff. If a student disagrees with the directive of a staff member(s) or guest teacher, he/she should follow the directive and then request to speak with the staff member when it does not infringe upon the class time and instruction of others. **It is never OK to walk out of class.**

Students who walk out of class without teacher permission will be assigned a Saturday School.

If the student does not feel that the issue has been resolved with the staff member an appointment can be made with the Counselor or Administrator. Every effort should be made to resolve the concern at the earliest possible time. Students who have concerns about particular classes and/or teachers are encouraged to articulate their concerns with the teacher **first**. If the outcome is unsatisfactory, the student may request a meeting with the teacher and his/her parents. Parents are asked to contact the teacher directly before involving Counselors and Administration. If further resolution is needed, parents may call their student's Counselor or Assistant Principal to set up a meeting.

INAPPROPRIATE BEHAVIOR

Unacceptable school behavior is defined as any behavior that disrupts teaching and learning. All students are expected to follow the school and classroom rules and procedures of their teachers. Interpretations of the discipline guidelines by school

administrators will take into account frequency, severity, grade level, and prior disciplinary problems. Repeated infractions may result in expulsion.

SUSPENSION

SUSPENSION is the temporary removal of a student from school by an administrator/designee or teacher, as provided in Ed. Code 48900-48915. A suspension from school means a loss of valuable instructional time. Students are not allowed to participate in or attend any school activities, including practices and/or rehearsals, until the suspension has been served and a conference with the parent and administrator has been held. Students may not be on campus in the district or attend any school-sponsored activity during the entire length of the suspension.

EXPULSION

EXPULSION means that a student is no longer able to attend any district school. This determination must be approved by the Board of Education. Expulsion results when the continued presence of the student on campus is considered to be dangerous to the physical safety of others or other means of correction are not feasible or have repeatedly failed to bring about proper conduct. In addition, expulsion may also result when a student has accumulated twenty (20) days of suspension in any school year.

CAUSES AND PROCEDURES FOR DISCIPLINARY ACTION

In alignment with Ed. Code and District Policies Wells' procedure for a disciplinary action is based on a Progressive Discipline Plan. Lines of communication are open and encouraged between students, parents, staff, and administration. Police involvement will be at the discretion of Wells administration. **Contact from a teacher either by e-mail or telephone, bears the same weight as one made from the Administration.**

Definitions of Consequences

It is never OK to walk out of class. Students who walk out of class without teacher permission will be assigned a Saturday School.

Conference - Students will be counseled on appropriate school behavior.

Teacher Detention - A teacher detention may be assigned by a staff member for disciplinary reasons. Teachers are allowed to give students a 15-minute detention without notice, unless transportation is an issue. For longer detentions, 24-hour notice is given to allow for the student to arrange for transportation.

School Detention - Detention is held on Fridays from 3:11-4:00 p.m. for all students. 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. **If a student fails to attend he/she will be assigned Saturday School.** A detention will be reassigned when a student does not attend due to illness or with prior approval of an administrator.

Behavior Contract

A behavior contract may be developed to address inappropriate classroom or social interactions

Saturday School

Saturday School is held at Wells from 8:30-11:30 a.m. Students are expected to report to the front of the school by the flag pole by 8:20 a.m. Students arriving after 8:30 a.m. will not be admitted. The time during Saturday School will be spent doing work detail and/or working academically in a classroom. The same rules in effect during a regular detention apply during Saturday School. Students who fail to attend or fail to report on time will be suspended from school.

Exclusion from school activity

Students can and may be excluded from school activities following a disciplinary action such as suspension or failure to attend Saturday school.

In-house Suspension

A student may be assigned in-house suspension for certain infractions.

Suspension

Suspension is used to remove a student from school for disciplinary reasons for a period of one to five days. Students are not allowed on any Dublin school campus during the suspension.

Expulsion

Expulsion is used to remove a student from school for the remainder of the semester or school year. Expulsion is a process that is used for very serious matters and requires approval of the Board of Trustees.

EDUCATION CODE VIOLATIONS

(PARTIAL LIST)

HARASSMENT: We define harassment as unwelcome verbal or physical conduct intended to interfere with another individual's emotional well-being, work performance, or social standing. This conduct could be of a threatening, disturbing, or intimidating nature this would include cyber bullying. The district is committed to providing an educational environment free of harassment and unlawful discrimination. The district maintains a strict policy prohibiting harassment and differentiated treatment of students because of sex, race, religious creed, national origin, sexual orientation, ancestry, physical handicap, medical condition, marital status, age or any other basis protected by federal, state or local law, ordinance or regulation. All such harassment is unlawful. (Ed code 212.5)

THEFT:

To prevent theft students should not bring personal items to school. Students should never leave purses, books, or personal property unattended. It is highly recommended that students carry only a limited amount of cash each day. The school is not responsible for the replacement of personal property.

VANDALISM OF ANY TYPE:

Students who deface, damage, or destroy any school property, or the property of others, may be liable for suspension or expulsion according to the nature of the offense. Parents and guardians are financially responsible for damage to property by their children.

GAMBLING:

Gambling type card games, pitching coins, dice and any other form of gambling is not allowed.

SELLING OF UNAUTHORIZED MERCHANDISE ON CAMPUS:

The selling of merchandise is not allowed and will result in the confiscation of the items. Disciplinary action will result.

CYBER BULLYING

Cyber bullying is bullying with the use of technology – any type of technology: Facebook, MySpace, Twitter, cell phones, e-mail, anything digital or electronic where the message has a harassing or hurtful element to it. To be clear, with bullying there has to be pure intent to cause negative consequences for the other person. It is not an accidental comment that happened to hurt somebody's feelings.

DISTRICT UNIFORM COMPLAINT PROCEDURE

Information is included in your registration packet and a brochure is available in the main office.

OFFENSES WITH SUSPENSION & EXPULSION RESULTS

(PARTIAL LIST)


- Caused, attempted to cause, or threatened to cause physical injury to another person. (This includes body piercing of willing participants.)
- Possessed, sold, or otherwise furnished any firearm, knife of any kind, explosive or other dangerous objects.
- Possessed, used, sold, or otherwise furnished drugs, alcohol, or are under the influence of any controlled substance or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed, unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- Disrupted school activities or defied school personnel.
- Engaging in the act of bullying, including but not limited to, bullying committed by mean of an electronic act.
- Trespassing on school property during non-school hours or holidays. (Including climbing on any school structures during school or non-school hours as well as skateboarding) Ca. Penal Code 602
- Knowingly received stolen school or private property.
- Possessed an imitation firearm.
- Possessed or used tobacco or any product containing tobacco or nicotine products, including but not limited to clove cigarettes, e-

cigarettes, smokeless tobacco, snuff, or chew packets.

- Committed an obscene act or engaged in habitual profanity or vulgarity. (This includes pornographic images.)
- Spitting on another person or their property.

Ed code Violations: Students found in violation of California Education Code will face the consequences stipulated therein. The Ed Code may be found on line at www.cde.ca.gov.

Wells Middle School Universal Expectations

	Respectful	Responsible	Ready to Learn
Halls & Stairways			
Lunch Pavilion & Tables			
Restrooms			
All Areas			

WELLS MIDDLE SCHOOL

DISCIPLINE PLAN 2015-2016

Under certain circumstances or based on an individual's discipline record, the maximum consequence could be imposed on a first violation.

Students are held accountable for acts related to a school activity or attendance that occur at any time including while on school grounds, going to or from school, lunch period, or any school sponsored activity in Dublin or in any other town.

Definitions:

1. "Controlled substance" means any drug or alcoholic substance listed in the Health and Safety Code.
2. "Day" means calendar days except for suspensions. Days for suspensions are weekdays that students would normally be expected to attend if they had not received a suspension.
3. "Expulsion" means removal from school of attendance and placement in an alternative setting, possibly outside Dublin. The severity of the violation determines the duration of the expulsion.
4. "Harassment" means to torment, annoy, or intimidate another person that causes physical or mental anxiety or creates a hostile educational environment.
5. "Imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm. Education Code 48900 (m).
6. "Knife" means a dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a folding blade that locks into place, a razor with an unguarded blade or a weapon with a blade longer than 3.5 inches. Education Code 48915 (g). **KNIVES OF ANY KIND ARE NOT ALLOWED ON CAMPUS.**
7. "Serious physical injury" means serious impairment of physical condition including loss of consciousness, bone fracture, loss or impairment of any body part, a wound requiring stitches, or serious disfigurement. Penal Code 243 (5).
8. "Suspension" means temporary removal from school for a maximum of 5 days per incident / 20 days per school year except in cases of expulsion or special education students.

VIOLATION	FIRST CONSEQUENCE	SECOND CONSEQUENCE	THIRD CONSEQUENCE
-Possessed, sold or furnished a firearm. -Brandished a knife at another person. -Unlawfully sold a controlled substance. -Committed or attempted to commit sexual assault or sexual battery	Parent contact; police contact 5 day suspension Mandatory expulsion for 1 calendar year		
-Caused serious physical injury to another person, except in self-defense. -Possessed any knife, explosive, or other dangerous object of no reasonable use to the pupil. -Possessed any controlled substance. -Committed robbery or extortion. -Committed assault or battery on a school employee. -Harassed, threatened, intimidated, or retaliated against a student witness in a discipline case.	Parent contact; police contact 1-5 day suspension Mandatory expulsion recommendation unless principal states in writing why it is inappropriate Private agency counseling recommended	Parent contact; police contact 5 day suspension Mandatory expulsion recommendation	
-Caused, attempted to cause, or threatened to cause physical injury to another person. -Possessed, sold or furnished any fireworks or other dangerous objects such as mace or pepper spray. -Possessed an imitation firearm.	Parent contact; police contact 1-5 day suspension Possible expulsion recommendation Private agency counseling recommended Loss of next school activity	Parent contact; police contact 3-5 day suspension Possible expulsion recommendation Private agency counseling recommended Loss of next school activity	Parent contact; police contact 5 day suspension Possible expulsion recommendation Private agency counseling recommended Loss of next two school activities Possible alternative placement

WELLS MIDDLE SCHOOL

DISCIPLINE PLAN 2015-2016

Under certain circumstances or based on an individual's discipline record, the maximum consequence could be imposed on a first violation. Students are held accountable for acts related to a school activity or attendance that occur at any time including while on school grounds, going to or from school, lunch period, or any school sponsored activity in Dublin or in any other town.

VIOLATION	FIRST CONSEQUENCE	SECOND CONSEQUENCE	THIRD CONSEQUENCE
Use of skateboard, roller blades, or bicycle on campus	Item confiscated; parent must reclaim Possible detention	Item confiscated; parent must reclaim Detention or Saturday school	Parent contact Item confiscated for 30 days Detention, Saturday school, or 1 day suspension
- Trespassing on school property during non school hours (California Criminal Code 602 L) (Includes weekends, holidays , or summer break)	Parent contact: Police contact 1-5 day suspension	Parent contact, Police contact 5 day suspension	
- Forgery or alteration of school documents including admit slips, hall passes, or notes from parents, phone calls to clear absences.	Parent contact Detention Saturday school	Parent contact 1-3 day suspension Loss of next school activity	Parent contact 3-5 day suspension Loss of next two school activities
- Tampering with teacher attendance sheets, grade books, or other instructional materials, etc.	Parent contact 1-3 day suspension	Parent contact 2-4 day suspension Loss of next school activity	Parent contact 3-5 day suspension Loss of next two school activities
- Public displays of affection.	Student conference Possible parent contact	Student conference Parent contact Possible detention	Student conference Parent contact Detention or Saturday school
- Throwing food, water, or other material - Consuming food or beverage in a classroom except during special classroom activities. - Littering the campus	Teacher/student conference Possible parent contact Possible detention or Saturday school Campus clean-up	Teacher/student conference Possible detention or Saturday school Campus clean-up	Parent/teacher conference Possible 1 day suspension or campus clean-up
- Leaving campus during the school day without written permission	Parent contact Saturday school	Parent contact 1 day suspension Loss of next school activity	Parent contact 2 day suspension Loss of next two school activities
- Tardiness; class cut; full day cut. - Returned to campus by police officer.	(Refer to school attendance plan)		
- Failure to serve administrative detention	Parent Contact Saturday school	Parent Contact Saturday school Possible suspension	Parent contact Saturday school or suspension Loss of next two school activities

WELLS MIDDLE SCHOOL
DISCIPLINE PLAN 2015-2016

Under certain circumstances or based on an individual's discipline record, the maximum consequence could be imposed on a first violation. Students are held accountable for acts related to a school activity or attendance that occur at any time including while on school grounds, going to or from school, lunch period, or any school sponsored activity in Dublin or in any other town.

VIOLATION	FIRST CONSEQUENCE	SECOND CONSEQUENCE	THIRD CONSEQUENCE
- Possessed or used tobacco	1 day suspension or attendance at Smoking Cessation Program in lieu of suspension	Parent contact 3 day suspension Loss of next school activity	Parent contact 5 day suspension Loss of next school activity
- Disruption of school activities or defiance of school personnel	Parent contact Detention, Saturday school or 1-3 day suspension	Parent contact; possible police contact Detention, Saturday school or 1-4 day suspension Loss of next school activity	Parent contact; possible police contact Detention, Saturday school or 1-5 day suspension Loss of next school activity
- Committed an obscene act or engaged in habitual use of profanity or vulgarity directed towards students, staff or opponents/referees during school or extra curricular activities. - Used profanity/vulgarity to intimidate others. - Spitting on another person or their property. - Entered the restroom of the opposite gender.	Possible parent contact; possible police contact Possible detention, Saturday school, 1-3 day suspension Possible loss of next school activity	Parent contact; possible police contact Detention, Saturday school, 1-4 day suspension Loss of next school activity	Parent contact; Possible police contact 3-5 day suspension Possible alternative placement Loss of next two school activity
- Gambling	Warning Parent contact Possible detention Confiscate materials for remainder of day	Confiscate materials; parent must reclaim Detention or Saturday school	Confiscate materials; parent must reclaim 1-3 day suspension Loss of next school activity
- Cheating (E.g. giving or receiving answers, non-authorized possession of teacher materials, answer key).	Parent / teacher contact Zero credit for assignment or test Detention, Saturday school, or Possible 1-3 day suspension	Parent/teacher/administrator conference Zero credit on assignment or test 1-3 day suspension Loss of next school activity	Parent/teacher/administrator conference Zero credit on assignment or test 1-3 day suspension Loss of next school activity Possible alternative placement
- Dress code violation	Possible parent contact Possible detention Possible change of clothes required	Parent contact Possible detention or Saturday School Possible change of clothes required Possible loss of next school activity	Parent contact Detention, Saturday school, or 1-3 day suspension Change of clothes required Possible alternative placement Loss of next school activity
- Use or possession of pager or cellular phone anytime on campus, including lunch and passing periods - Use or possession of electronic device during instruction	Item confiscated, parent must reclaim Parent notification	Item confiscated, parent must reclaim Parent Conference with Dean of Students	Parent contact Possible item confiscated until June Possible 1 day suspension or Saturday school Loss of school activities for 30 days

WELLS MIDDLE SCHOOL

DISCIPLINE PLAN 2015-2016

Under certain circumstances or based on an individual's discipline record, the maximum consequence could be imposed on a first violation. Students are held accountable for acts related to/ a school activity or attendance that occur at any time including while on school grounds, going to or from school, lunch period, or any school sponsored activity in Dublin or in any other town.

VIOLATION	FIRST CONSEQUENCE	SECOND CONSEQUENCE	THIRD CONSEQUENCE
<ul style="list-style-type: none"> - Possessed or under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind. - Possessed, sold or negotiated to sell drug paraphernalia. - Arranged, offered or negotiated to sell look-a-like controlled substances (drugs, alcohol, intoxicants of any kind). 	<ul style="list-style-type: none"> Parent contact; police contact 2-3 day suspension Drug Diversion Program (if student or parent refuses Drug Diversion, 5 day suspension). Possible expulsion recommendation Loss of next school activity 	<ul style="list-style-type: none"> Parent contact; police contact Expulsion recommendation 5 day suspension 	
<ul style="list-style-type: none"> - Committed or attempted to commit robbery or extortion. - Caused or attempted to cause damage or vandalism to school or private property. - Stole or attempted to steal school or private property. Knowingly received stolen school or private property. 	<ul style="list-style-type: none"> Parent contact; police contact 1-3 day suspension Possible expulsion recommendation Restitution (repairs, staff time, replacement) Possible loss of next school activity 	<ul style="list-style-type: none"> Parent contact; police contact 3-5 day suspension Possible expulsion recommendation Restitution Loss of next school activity 	<ul style="list-style-type: none"> Parent contact; police contact 4-5 day suspension Expulsion recommendation Restitution Possible loss of activities for the remainder of the school year Possible alternative placement
<ul style="list-style-type: none"> - Harassment, intimidation, or hazing - Hate violence / hate mail 	<ul style="list-style-type: none"> Mediation/conference/documentation Parent contact; possible police contact 	<ul style="list-style-type: none"> Parent contact; possible police contact Possible detention, Saturday school, 1-5 day suspension Possible loss of next school activity 	<ul style="list-style-type: none"> Parent contact; police contact 1-5 day suspension Possible alternative placement Possible expulsion recommendation Possible loss of next two school activities
<ul style="list-style-type: none"> - Sexual harassment - Pornographic materials 	<ul style="list-style-type: none"> Parent contact; possible schedule change Investigation and review of District policy with student Documentation of incident Possible mediation 	<ul style="list-style-type: none"> Parent contact Full investigation Detention, Saturday school, 1-5 day suspension Possible alternative placement Possible expulsion 	<ul style="list-style-type: none"> Parent contact Full investigation 1-5 day suspension Possible expulsion Possible alternative placement
<ul style="list-style-type: none"> - Unauthorized use of the Internet including inappropriate material. Abuse of "Student Acceptable Use Agreement". - Unauthorized use of school equipment. 	<ul style="list-style-type: none"> Parent contact Warning by teacher Possible detention, Saturday school or 1-3 day suspension Possible loss of next school activity 	<ul style="list-style-type: none"> Parent contact Detention, Saturday school or 1-3 Day suspension Possible schedule change Loss of next school activity 	<ul style="list-style-type: none"> Parent contact 1-5 day suspension Schedule change Possible loss of next two school activities

**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 their use is authorized by a District employee.
 - 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.

Date: _____

Student Signature: _____

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.
