

T.D. WELLS MIDDLE SCHOOL

6800 Penn Drive

Dublin, CA 94568

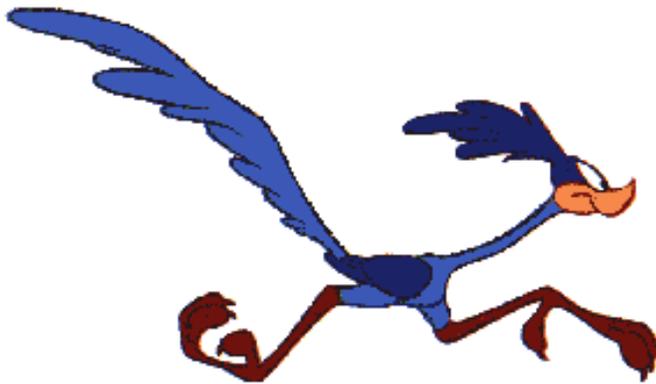
(925) 828-6227

(925) 829-8851 - fax

Dr. Kevin Grier, Principal

Steve Martin, Assistant Principal

Mark Woy, Dean of Students



Mission Statement

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

www.dublin.k12.ca.us

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 the telephone number handy 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 – I DO MY BEST

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 and do their **BEST** 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 a 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 administration for details.

STUDENT PLANNER – I AM RESPONSIBLE

Wells Middle School Parent Faculty Club will be providing 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. Students are **RESPONSIBLE and required** to have the planner each day, and can also be used as a communication tool between parents and teachers.

PROMOTION/RETENTION

Wells will follow the district adopted promotion/retention policy.

EIGHTH GRADE PROMOTION CEREMONY

Students who achieve **at least a 1.75 overall GPA** will 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.**

FIELD TRIPS (Study Trips) – (San Jose Tech Museum Eco Camp, Disneyland Band Trip, Exploratorium, Rosicrucian Museum)

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.

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- I AM RESPECTFUL

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 at participants. 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.**

STUDENTS IN GOOD STANDING

I HAVE SELF DISCIPLINE

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 occurs: less 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 violation of dress code, or electronic device policy), excessive tardies and truancies. 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.

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 - I HAVE A POSITIVE ATTITUDE

Students are nominated quarterly by staff members and recognized with a certificate for **POSTITIVE 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 it is important for students to start distinguishing the difference between character traits deemed by society as important for functioning together and those that help an individual achieve their own personal goals and successes.

Performance Character

Drive	Ambition	Pride in work
Grit	Confidence	Preparedness
Organization	Collaboration	Self-direction
Adaptability	Creativity	Resourcefulness
Resilience	Responsibility	Dependability
Courage	Work Ethic	Enthusiasm
Diligence	Craftsmanship	Critical Thinking
Endurance	Positive Attitude	Entrepreneurship
Determination	Imagination	Integrity
Initiative	Perseverance	Passion
Curiosity		

Moral Character

Self-Control	Empathy	Compassion
Sensitivity	Wisdom	Respect
Cooperation	Civility	Love
Courtesy	Friendliness	Humility
Graciousness	Honesty	Self-Awareness
Truthfulness	Caring	Kindness
Moderation	Justice	Forgiveness
Trustworthiness	Generosity	Gratitude
Service	Citizenship	Hope
Peacefulness	Loyalty	
Emotional Intelligence		

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 or e-mail, or note by the parent/designee or doctor for 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 one (1).

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

AUTOMATIC DAILER / TIMELINE

Calls home will be made by an automated phone dialer that will generate 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.**

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 (Please note the change)

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 achieve. 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:

- Tardy 1-2: Handled by the classroom teacher. Parents are notified by teacher.
- Tardy 3-4: Student is assigned an after school detention by the Assistant Principal/Dean of Students 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 to school that day.**

CUTS/TRUANCY

Cuts are defined as "unexcused period absences, being more than 29 minutes late to class or failure to verify an absence within a two (2) day time period. After three (3) days of such absences, the student is considered as truant. Students who are truant will be referred to SARB and possible legal consequences will follow. Students who are truant may also lose school privileges. Students truant during the week of an extra curricular activity (dance, game, etc.) may lose the privilege to attend that activity.

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 a 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 – I AM RESPONSIBLE

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. Credit shall be earned for work submitted within a reasonable period of time.

HOMEWORK POLICY DURING ABSENCE- I AM RESPONSIBLE

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.

LEAVING CAMPUS DURING THE SCHOOL DAY

If you are going to leave school during the day, **you must sign out in the office.** Students may only be picked up by an adult specified on their emergency card.

Leaving campus without permission will result in a cut.

GENERAL INFORMATION

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 not enrolled at Wells are not allowed to visit campus, this includes lunch.

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.

No skateboards, scooters, or bicycles are to be ridden on campus (this includes the parking lot and blacktop areas. Items ridden of campus may be confiscated – repeat offenders will be assigned a detention.

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.

STUDENT ID CARDS – I AM TRUSTWORTHY

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. If an ID card is lost or stolen, you must buy a replacement card for \$5.00 at the Student Window. Use of another student's ID card or student number will be subject to disciplinary action because I am **TRUSTWORTHY**.

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- I AM CARING I AM GIVING

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 quarter as an act of **CARING** and **GIVING**.

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 be offered a peanut butter or cheese sandwich and milk at no cost. *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 lunch.

ELECTRONIC DEVICE POLICY

- Electronic devices include, but are not limited to, music players, phones, iPads, smart phones, text messaging, picture messaging, pagers, walkie-talkie, direct connect, games or any infrared transmissions. Exposed earphones can also be confiscated. 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. No electronic devices may be used while on campus without express consent.

- School authorities are allowed to collect all electronic devices during class.
- **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 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 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 will be returned to student after parents review and sign policy form.

2nd Offense: Parent Conference with Dean of Students.

3rd Offense: Loss of school activities/privileges for 30 days.

4th Offense & Beyond: Possible suspension from school.

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 by student activities in the morning before school.
- Gasoline powered scooters or skateboards are not allowed on campus.
- All electronics, including but not limited to: CD players, cell phones, and iPods, must be powered off and out of sight from the sound of the first bell to the last bell. This would include text messaging during any time of the day.

The school will not be responsible for lost, stolen, or confiscated 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, which 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, such as basketball, track, wrestling, golf and others. 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.

CLUBS

Wells offers a variety of club opportunities. Possibilities include: Science Club, Recycling Club, History, Flags and Letters, Robotics Club and Cheerleading Club.

FINES

All fines must be cleared in order for students to participate in school activities and special events. Yearbooks and promotion certificates will not be distributed to students who have fines.

**WELLS MIDDLE SCHOOL
DISCIPLINE PLAN**

**STUDENT ATTIRE –
I AM COOPERATIVE**

The appearance of any young person 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, even if not specifically mentioned below regardless of current fashion trends, which creates a safety or health concern or threatens to cause a disruption to the education process is prohibited.

- Pupils 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 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 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.
- **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.
- Pupils 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 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 - I AM HONEST

Teachers and students will go over the years current **Honor Code** in class. Adhering to the Honor Code shows the Character Trait of being **HONEST**.

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.

CONSEQUENCES FOR 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 pupil 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.

WELLS MIDDLE SCHOOL DISCIPLINE PLAN

Basic Student Expectations:

- 1. Use acceptable language at all times.**
- 2. Keep hands, feet and objects to yourself.**
- 3. Be on time and be prepared to learn.**
- 4. Be courteous, COOPERATIVE and RESPECTFUL to yourself and others.**
- 5. Conduct yourself in a safe and appropriate manner.**
- 6. Follow directions the first time given.**
- 7. Only materials needed for learning are to be brought to school.**

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.

***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**

To help maintain a clean campus gum is forbidden. Any student caught chewing gum will serve campus clean-up.

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.

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.

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.

CYBERBULLYING

Cyber bullying is bullying with the use of technology – any type of technology: Facebook, MySpace, 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.

SUSPEND ABLE AND EXPELLABLE OFFENSES

(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, smokeless tobacco, snuff, 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.