



Terman Middle School

Name: _____

Student Handbook 2016 - 2017

Terman Middle School
655 Arastradero Road
Palo Alto, CA 94306
(650) 856-9810

Terman Mission Statement

Terman Middle School is an inclusive community of students, families, and educators engaged in achieving high academic and social standards with respect for diversity in a positive school climate.



***PAUSD online Information Sources for Middle School Students –
Password Protected***

***Find everything on: libguides.pausd.org/termanlibrary or via the
Terman Library Schoology course***

<u>Online source</u>	<u>Username and password</u>
<u>EBSCO Host Databases</u> (includes Student Research Center , Points of View , and more)	
<u>World Book Online Encyclopedia</u> World Book Digital Libraries (eReference books)	
<u>Country Reports</u> (database on countries)	
<u>Gale Virtual Reference Library</u> (e-Reference books)	
<u>Brain Pop</u> (educational videos, games & more)	
<u>NoodleTools</u> (citations, works' cited, and more. This resource is replacing EasyBib)	
<u>Safari Montage</u> (video database)	
<u>Palo Alto Library Databases</u> including <i>Biography in Context</i> , <i>Opposing Viewpoints</i> , and <i>Student Resources in Context</i> , plus more	

Other school-related passwords (for online textbooks):

Math:

Social Studies:

Science:

Other:

Responsible Technology Use for Students at Terman Middle School

Do's	Don'ts
<p>General:</p> <ul style="list-style-type: none"> - Use technology for school work. - Use technology legally. - Use all technology responsibly and leave devices as you find them. - Protect your identity and only access your account. - Be sure to save your work frequently and check before you log off/close. - Always log off and close the browser. 	<p>General:</p> <ul style="list-style-type: none"> - No chat features. - No plagiarizing - Do not change or alter settings or programs. -Do not share your passwords. -Do not forget to save. -Do not tamper with anyone else's account.
<p>Infinite Campus</p> <ul style="list-style-type: none"> - All students are expected to remember their student ID and password. - Check grades on assignments and overall grade periodically. 	
<p>Schoology & Google Drive</p> <ul style="list-style-type: none"> - Think of them as "school property." - Realize PAUSD staff members can view your postings. - Use for schoolwork only. - Participate in on-line discussions appropriately. 	<ul style="list-style-type: none"> - Students may not change another student's files unless authorized by their teacher. Ex: a collaborative Google Doc project.

NOTE: For the purpose of this section and a clear understanding, the use of the term “cell phone” encompasses all prohibited electronic devices.

In order to maintain a safe, distraction free environment for learning, Terman Middle School strongly limits the use of cell phones or electronic communication systems and prohibits bringing electronic music players, game players, “i-Watches” and “stand-alone” cameras of any type to school. If it is necessary for a student to carry a cell phone, or have an “i-Watch”, the student must follow the cell phone policy as described in this section. “i-Watches” are too difficult to monitor for potential misuse. Therefore, students may not wear an “i-Watch” at school. “i-Watches” need to be treated like a cell phone under school policy. All students and their parents must read, sign, and return the Electronic Device contract form, which will be kept on file in the main office.

Terman staff work hard to create a caring and inclusive learning community. The use of cell phones, cameras or music and game players create a distraction that can affect the entire class. The technology that is available changes too rapidly for staff to monitor every device brought to school. Now that phones can take videos that could be sent to the Internet, or music players that are also cameras and game players that can access the Internet, individual privacy is at risk. Teachers want to concentrate on teaching a class not on checking to see who is texting, playing a game or trying to capture a digital image to send to another friend.

Middle School is a time for exploration and growth. However, the advancement of technology without guidance from home on use of technology is not safe. Cyber citizenship is a new concept for students and comes with heavy responsibility. This is an area where a middle school student needs guidance from parents and school. As staff we have a responsibility to maintain privacy and safety for all of our students.

- All student-owned electronic devices, including cellphones, “i-Watches”, etc. must be turned **OFF** and out of sight during school hours (8:05 – 3:05). Silent or vibrate mode is not acceptable. Phones may not be used for any reason, checking messages, the time of day, text messaging, phone calls, games, photos, videos or any other use during school hours. Inappropriate use of these devices, including threats and harassment, may result in disciplinary action.
- Parents should not call their student or ask their student to check for messages during the day. Students become anxious and feel they should break the rules when parents promise to leave messages on phones. Nor should they encourage their student to call them on a cell phone during school hours.
- Students may always use an office phone to call parents during brunch, lunch, after school, or in case of an emergency. Parents needing to contact a student should call the office at (650) 856-9810.
- If a cell phone rings/buzzes/vibrates or is ON, or if a student is found using it during school time, it will be confiscated by staff. *The student will be able to pick up the cell phone/electronic device in the office at the end of that school week on Friday after school; or at the end of the following school week, if it is confiscated on a Thursday or Friday.* If a second incident occurs, only the parent/guardian will be able to retrieve the cell phone/electronic device from the office. **If a student demonstrates a pattern of violating this policy, they will be required to check their cell phone/electronic device in the office at the beginning of each school day.**
- If the cell phone is ON during school hours there may be no assumption of privacy.
- The staff, school and district assume no liability for lost, stolen, or damaged cell phones at any time.

Please discuss this policy thoroughly with your student.

Terman Dress Code

Philosophy and Purpose:

Adolescence is an important time in a student’s academic, social-emotional, and physical development. Terman Middle School, as a community, is dedicated to supporting our students in their positive growth and maturity into healthy, safe individuals within a respectful learning environment. Our Dress Code supports the following purposes:

- To maintain a positive, respectful learning environment
- To allow students and staff to focus on core matters of learning and teaching
- To promote, and provide guidance toward, a healthy, positive student self-image
- To provide for student and school safety
- To distinguish appropriate school attire with consideration to specific learning tasks (e.g. PE athletic wear, drama costumes, dances, formal occasions, etc.)
- To foster our Mission Statement with regard to “...high social standards with respect for diversity in a positive school climate.”

Expectations:

Students, staff, and parents will work together to communicate the purposes and rules of our school Dress Code. Staff will work toward consistent enforcement of the Dress Code and will communicate with parents when a pattern of difficulty complying with the dress code is evident.

Students will dress appropriately for school, so that:

- Clothing is an appropriate size and fits comfortably
- Underwear is covered by outerwear
 - Pants are worn at the waist (no sagging)
 - Bra straps are covered (no spaghetti straps or strapless tops)
- All clothing is free of offensive, provocative, or inciting remarks, symbols, or markings, including references to race or ethnicities, alcohol, drugs, cigarettes, sex, etc.
 - All student accessories, including backpacks, binders, jewelry, etc. are free of the offensive remarks, symbols, or markings as exemplified above.
- Shoes are worn at all times that allow students to safely participate in school activities and learning (low-heeled shoes, closed-toed and closed-heel shoes are recommended)
- Tops and shirts are long enough to keep the midriff covered when arms are raised above the head (no crop tops, tube or halter tops)
 - The bottom end of tops touch the top end of pants, shorts, or skirts
- Excessive skin of the upper body is not exposed (no low-cut tops or strapless tops; no low-cut sides tank tops/muscle shirts)
- Excessive skin of the lower body is not exposed (no short-short, mini-skirts/dresses)
 - The length of shorts or skirts must be equal to, or longer than, the ends of the fingertips when standing in a natural pose with arms extended by the sides.

Consequences:

The intention of consequences is to guide student behavior and to create conditions for adherence to school expectations.

- Dress Code offenses will be addressed and parents will be notified as deemed appropriate
- Students will be asked to change into appropriate clothing (such as PE clothes)
- Parents may be called to bring appropriate clothing to school
- Repeated offenses may result in one of more actions including:
 - Behavioral referral(s) for defiance
 - Detention(s) assigned
 - Progressive consequences will be assigned for patterns of offense

NOTE: The dress code applies to all school sponsored events including school dances, field trips, and special events.

Attendance Policies and Procedures

SECONDARY ATTENDANCE POLICIES AND EXPECTATIONS

Attendance Policy (Board Policy: BP &AR 5113 & BP & AR 511.3.1)

The Palo Alto Unified School District recognizes that success in school is in part related to prompt and regular classroom attendance. Frequent absences or tardies, which result in a student missing all or parts of presentations, demonstrations, discussions, explanations, and/or other classroom activities, are detrimental to the individual student and the class. Further, school attendance is compulsory as per Education Code (48200); therefore, student non-attendance and/or persistent tardiness are matters of serious concern.

Attendance Expectations

Students that attend school consistently have a greater chance of excelling academically. Being present in the classroom provides students the ability to ask for clarification, engage in meaningful discussion, and take notes in preparation for examinations. Daily attendance promotes educational success and builds stronger relationships with peers and teachers.

The following are the attendance expectations for all students:

- Attend school daily and on time to maximum academic and social success.
- Remain after school when directed by a school official to complete disciplinary or other requirements.
- Be accounted for at all times throughout the school day, to promote safety.
- Abide by district policies related to school attendance.

Absence Reporting Procedure

It is the parent/guardian's responsibility to report their student's absences. Only parents/guardians can excuse a student's absence. Parents/guardians must call or email the Attendance Office on the first day, and each subsequent day, of absence. Messages can be sent or a voicemail can be left at all times (see contact information below).

Terman Middle School: 650-354-1405

termanattendance@pausd.org

If telephone or email contact is **not** made, the school requires the returning student bring a note signed by the parent/guardian.

If a student is absent from class for any reason and has not cleared the absence with the Attendance Office, they will receive an automated phone call at home to alert the parent/guardian that they have been marked absent. The information relayed by the automatic dialer is not necessarily a complete or accurate representation of the student's attendance activity, nor does it mean that the student has a cut. A phone call by the automatic dialer is a reminder that the absence must be cleared. Any absence not cleared by the guardian within 72 hours will be treated as a cut.

Detailed attendance information, including student attendance records by course, period, and day are available through the Infinite Campus Parent/Student Portal for both students and parents to review. If you believe your student has been marked absent by mistake, notify the Attendance Office and, if a mistake has been made, it will be cleared.

Excused Absences

Excused Absences fall into one of two categories:

1. Health – Absences due to illness, medical appointments, or quarantine.
2. Warranted – These include, but are not limited to the following:
 - Court Appearance
 - Bereavement
 - Family emergency (unavoidable circumstances, such as sudden critical illness)
 - Conference or meeting with employer
 - Funeral service for member of immediate family
 - Religious Purposes

Approved Extended Absences

We realize there are times when a student may need to be absent for an planned extended period for reasons such as family travel, bereavement, etc. Family trips are not considered excused absences per Education Code 48205. We want parents to understand that classroom instruction and the interactive dynamic of the classroom experience are irreplaceable. Students may be given the opportunity to make up missed work and receive credit for completion **ONLY** if the **PRIOR** Approved Extended Absence process is followed. If the Approved Extended Absence process is followed, the teacher may assign such makeup work as necessary to ensure academic progress.

The student is required to contact teachers and make arrangements ahead of time, according to the above guidelines. A student must complete the Prior Approved Absence form **at least three school days** prior to the start of the absence. These forms are available in the Attendance Office and on the Terman website.

The student must:

1. Obtain the form with sufficient time to complete the process a minimum of 3 days prior to the start of the absence.

2. Complete the top portion of the form, including reason for and dates of absence
3. Obtain an administrator's TENTATIVE pre-approval signature.
4. Once the TENTATIVE pre-approval is given, obtain assignments and signatures from ALL teachers.
5. Return the form to the Attendance Office for final administrative review and approval. A copy of the form will be give to the student.

THIS ENTIRE PROCESS, STEPS 1-5, MUST BE COMPLETED A MINIMUM OF THREE SCHOOL DAYS PRIOR TO THE ABSENCE.

ONLY ONE PRIOR APPROVED ABSENCE FOR A STUDENT MAY BE RANTED IN ANY ACADEMIC SCHOOL YEAR.

Unexcused Absences

Unexcused Absences include, but are not limited to:

- Truancy
- Missing the bus
- Late flight arrivals
- Shopping
- Babysitting
- Over-sleeping
- Car trouble/traffic problems
- Staying home to do homework
- Staying home due to being up late the previous night (even if related to school activities – dances, drama, sports, etc.)
- Non-School related extra curriculars
- Family vacations

Health Related Absences:

The district realizes that students may experience illness or health issues (physical/mental) throughout the year, requiring them to be absent from school. In order to provide appropriate supports to students with situational or chronic health issues, the following procedures apply.

In health related cases, in which the student is absent 5 consecutive full days, a physician's note is required in order to excuse the absences. In cases where the student is absent over the equivalent of 10% of class time for any individual class in the semester (after state enrollment date) for health reasons, a physician's note is required in order to excuse the absences. Health related absences may not be excused without appropriate medical documentation provided by a physician or other licensed medical provider. Chronic absences shall be referred to the health office or district nurse.

Early Pick-Ups/Appointments:

Parents should make every effort to schedule appointments outside of school hours. However, if not possible, parents are urged to consider varying the times of the day during which appointments are made in order to avoid missing the same class consistently. If a student must leave during the day for an appointment, he/she should report to the Attendance Office prior to the start of the school day with a note from the parent/guardian to receive a permit to leave. If a student returns to school the same day, they are required to report to the attendance office before returning to class to provide verification of the appointment, including a health visit.

STUDENTS MAY NOT LEAVE CAMPUS WITHOUT FIRST CHECKING WITH THE ATTENDANCE OFFICE.

Early Dismissals:

All PAUSD Middle Schools are "closed campuses" and students may not leave the campus while school is in session. Students who leave the campus without prior permission will receive a cut. If it is necessary to leave school early, the student must bring in a note from the parent/guardian on the morning of the day of the absence. Because of our concern for student safety, telephone requests for dismissal will not be honored. In addition, students may not be released to any individual(s) other than those listed on the student's emergency card unless written permission is given.

Truancy

Absences, which do not qualify as excused as defined in Education Code, shall be considered in this category. Education Code 48260 (subdivision (a)) provides that a student is truant if that student is:

- Absent from school without valid excuse three full days in one school year, or
- Tardy or absent for more than any 30-minute period during the school day.
- Without a valid excuse on three occasions in one school year or any combination thereof.

Tardies (Under 30 minutes):

Being punctual is an important personal habit to develop to promote school success. Students who are late for class miss valuable instruction and unnecessarily interrupt their classes. A student is considered "tardy" if not in the room at the place designated by the teacher/school staff at the beginning of each period. Students arriving late to class shall be marked tardy unless they arrive with a written excuse from a staff member. If the bus is late, the student should get a "Late Bus" pass from the Attendance Office. All teachers will share their additional expectations and consequences for tardy behaviors at the beginning of the year.

A student can be marked tardy not only at the beginning of the school day, but at the beginning of any period during the day.

Cuts (Tardies over 30 minutes)

Unexcused absences, leaving a class, or leaving the school without parent, guardian or school approval will be marked as "cuts." Students will be given one full day to clear any cuts due to an unexcused absence. Cutting class periods is considered extremely serious and detrimental to school success. Administrators and counselors will involve parents in resolving the cutting of class periods. Cutting may result in detention and/or loss of school privileges, with a possible referral to the School Attendance Review Board (SARB).

Actions to Address Poor Attendance:

Given the importance of school attendance to academic success and the requirements put forth by Education Code stating that school attendance is compulsory, the district makes every effort to keep students engaged in school. The following actions may be taken to address poor school attendance:

- Parent contact/meetings to discuss school attendance.
- Development of attendance contracts.
- Lunch detention
- Providing in-class consequences.
- Assignment to Saturday School.
- Referral to SARB

School Attendance Review Board (SARB): (Ed. Code, 48320)

SARB is a district-level committee, which diverts students with serious school attendance or behavior problems from the Juvenile Court System and provides a forum where the problems affecting school adjustment can be discussed and solutions reached. To prevent students from establishing a continuing pattern of poor attendance or behavior, SARB may make dispositions which range from returning a student to the school of attendance under strict contract to making an involuntary transfer to another district program or educational option. Whereas the primary purpose is diversion, SARB is also the primary vehicle for referring students to the Juvenile Justice System once it is clear that they can no longer profit from the resources the school district has to offer

Guidance Counselors and Administrators work together to support positive student attendance. They will review bi-weekly student attendance records and begin meeting with students who are showing a pattern of tardiness, three or more. Counselors and/or Administrators will speak with the students to establish an understanding of the situation and to help students learn to make better choices.

In addition to parent notification and meeting, the following consequences may be assigned:

- 3-5 tardies = 1 lunch detention
- 6-10 tardies = 2 (additional) lunch detentions
- 11-15 tardies = 1 Saturday School (4 hours) and school privileges may be revoked
- 16+ tardies = 1 (additional) Saturday School (4 hours), further school privileges will be revoked, may be referred to SST process, SARB hearing, or the Assistant District Attorney (ADA)

Locker Guidelines

Two lockers are assigned to all Terman students, a book locker with a lock for books and supplies AND a P.E. locker with a separate lock for P.E. items. Students will receive their lockers at the beginning of the school year.

Students are expected to use their lockers for daily storage of school materials between classes. Students should check lockers before school, at brunch and lunch for materials. Book locker dimensions are 34" in height 9" wide and 13" deep.

While students find lockers an exciting and helpful new experience, lockers can be a challenge. We suggest practicing opening and closing the lock(s) at home with your student so s/he may become familiar with dial locks.

It is the responsibility of the student to manage his or her time in order to place materials in, or retrieve materials from, their lockers AND GET TO ALL CLASSES ON TIME.

Locker Guidelines

- Lockers are the property of PAUSD on loan to students. The district and school assume no responsibility for loss or damage to any personal property placed in the lockers. The school has the right to search the lockers at any time.
- **Lockers must be secured only with locks issued by the school.** School-issued locks will have a three number combination on a rotating dial. P.E. lockers use a separate dial lock.
- Students should learn the combination and keep a copy in a safe place at home.
- Students should keep items necessary for school or extracurricular school activities in the book locker. Musical instruments should be stored in the music room. P.E. items are to be kept in the P.E. lockers. Do not store valuables in the lockers.
- It is strongly recommended that no valuable items be left in lockers overnight and especially not on weekends.
- Backpacks must be stored in lockers as they may not be taken into the classrooms or left in the hall where they pose a safety hazard or risk of theft.
- Students are responsible for all items placed in the lockers. Lockers and locker combinations must not be shared with other students for any reason.
- Students are responsible for keeping lockers clean of trash including old food, drinks, and/or snacks. The inside and outside of the lockers must be kept free of writing and stickers. Lockers cannot be altered permanently in any way. They must be left in the same condition at the end of the school year as they were in the beginning of the year.
- Any school issued property missing from the locker will be the responsibility of the student/parent/guardian.
- Students having a problem with their lockers should contact the office either before or after school or at brunch or lunch times, not during class time.
- If a lock is damaged or missing for any reason, the student will be charged for each additional lock.
- Violation of any or the above guidelines may result in a loss of locker privileges.

Academic Honesty Policy

Goals: The primary goals of any educational institution are to enhance the learning environment and promote the pursuit of intellectual excellence. The Palo Alto Board of Education believes that the public school should reinforce the value of our democratic society, teach citizenship and provide an environment conducive to ethical behavior. Our school community believes that the school should maintain a climate in which honesty, courtesy, consideration, integrity and a concern for others are highly valued.

Definition: Cheating is taking or lending at inappropriate times a person's work, information, ideas, research or documentation without properly identifying the originator including digital copies. Students may not misrepresent someone else's work as their own. The teacher's professional judgment will determine whether cheating has occurred.

Cheating is an obstacle to achieving academic, personal and community goals. Cheating will not be tolerated under any circumstance. The teaching staff expects that students put the importance of learning above the importance of grades and that they are to perform at the best of their ability.

Consequences: When a student has been found cheating, the following consequences may be followed. Continued cheating may be treated as defiance of school authority as addressed in the Discipline Plan. Parents and pupils have the right to request a meeting with a school administrator according to Section 48904 of the California Education Code, if it is felt that due process has not been followed.

Policy and Consequences

NOTE: The following chart contains common examples and is not all inclusive:

Students			
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May Not	1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> • Look at another's paper during a test. • Talk to another student during a test. • Use cheat notes. • Let someone see his or her paper during a test. • Copy other's work or allow your work to be copied. • Copy from not cited sources as one's own. • Give test information to others. • Submit individual projects not wholly their own, or w/out citation. • Fabricate or alter written, computerized, or lab data. • Forging a signature. • Use a cellphone or electronic device to capture or share information. • Sharing homework. 	<ol style="list-style-type: none"> 1. Student receives an "F"/zero for the assignment, test, or project. 2. Teacher notifies student, parent and counselor. 3. Teacher may make an admin. referral. 4. Students may receive additional consequences depending on the gravity of the situation. 	<ol style="list-style-type: none"> 1. Student receives an "F"/zero for the assignment, test, or project. 2. Teacher notifies student, parent and counselor. 3. Teacher will make an admin. referral. 4. Meeting is held with student, parent(s), teacher, counselor and principal. 6. Consequences may include, but are not limited to, loss of privilege at next social event, detention and or suspension. 	<ol style="list-style-type: none"> 1. Student receives an "F"/zero for the assignment, test, or project. 2. Teacher makes and admin referral. 3. Meeting is held with student, parent(s) and school officials. 4. At the teacher's discretion student's grade for the semester may be lowered by one letter grade. 5. There may be additional consequences including suspension.

Philosophy

The discipline policy of the Palo Alto Unified School District complies with the California Education Code, Title V of the California Administrative Code, and the California Penal Code. (Copies will be available upon request from the Associate Superintendent-Educational Services.)

The maintenance of effective school discipline is a significant part of the educational process and is important in providing meaningful learning experiences. Discipline should not simply be punishment for misbehavior, but should also include active, positive efforts to change behavior. Although often necessary, and an effective short-term deterrent to behavior problems, punishment alone is the least effective means of changing behavior. Effective behavioral change includes individualized efforts to teach acceptable school behaviors and to reinforce self-esteem. Discipline at the site level should include positive behavioral support to assist students in resolving problem behavior and encourage personal responsibility.

In order to be effective, consequences for misbehavior should be: (1) graduated, (2) the responsibility of the student, and (3) consistently monitored for the entire period of disciplinary action. The goal of all discipline should be to encourage positive behavior and to produce a safe environment for all students. The most effective discipline plans are the product of mutually supportive parent-school partnerships.

**Palo Alto Unified School District
Administrative Regulation - AR 5131.63**

Students and Student Services - Conduct and Discipline

STERIODS (*Revised 5/06*)

School personnel, including coaches, shall not sell, distribute, or promote to students performance-enhancing dietary supplement that promote muscle building. School personnel and coaches may provide only non-muscle-building nutritional supplements to student athletes for the purpose of providing additional calories and electrolytes. Permissible non-muscle-building nutritional supplements are identified according to the following classes: carbohydrate/electrolyte drinks, energy bars, carbohydrate boosters, and vitamins and minerals.

School personnel, including coaches, shall follow the manufacturer's recommendations when discussing the use of any drug or food supplement with a student athlete. In order to minimize the health and safety risks to student athletes, school personnel shall not supply or recommend any drug, medication, or food supplement solely to enhance an athlete's performance.

Notice

The principal or designee shall ensure that the following warning, reproduced in 10-point font type, is posted in every locker room of schools with classes in grades 7-12 and contained in any contracts for the lease or rental of the school's athletic facilities: (Civil Code 1812.97)

Warning: Use of steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height; they can also cause heart disease, stroke, and damaged liver function. Men and women using steroids may develop fertility problems, personality changes, and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use, or exchange of anabolic steroids.

Legal References

EDUCATION CODE

51260-51269 Drug education, especially:

51262 Use of anabolic steroids; legislative finding and declaration

CIVIL CODE: 1812.97 Warning Statement; posting in athletic facilities

HEALTH AND SAFETY CODE: 110423.2 Dietary supplements

CALIFORNIA INTERSCHOLASTIC FEDERATION BYLAWS

California Interscholastic Federation Constitution and Bylaws 2005-2006

WEB SITES

CSBA: <http://www.csba.org>

California Interscholastic Federation <http://www.cifstate.org>

National Center for Drug Free Sport: <http://www.drugfreesport.com>

National Institute on Drug Abuse: <http://www.nida.nih.gov>

Harassment Policy

It is the policy of the Palo Alto Unified School District to provide a school environment free from all forms of harassment, including sexual harassment, and to maintain an environment in which all students and adults are treated with dignity and respect. Therefore, no student shall be subjected to sexual overtures or conduct, verbal, visual, or physical, which is intimidating, hostile, offensive, or unwelcome. Such conduct by adults or students is deemed unacceptable behavior and will not be tolerated by the school district. (BP5157/AR5157) <http://pausd-web.pausd.org/community/board/Policies/5000.shtml>

Palo Alto USD

Students BP 5157

GENDER IDENTITY AND ACCESS

The Palo Alto Unified School District is committed to providing a safe, supportive, and inclusive learning environment for all students, including transgender students, and to ensuring that every student has equal educational opportunities and equal access to the District's educational programs and activities. California and federal law (Cal. Ed. Code § 220 and Title IX, 20 U.S.C. § 1681) requires schools to treat transgender students equally and fairly. State and federal law and District policy require that all programs, activities, and employment practices be conducted without discrimination based on, among other things, actual or perceived gender identity, gender expression, or gender. California Education Code § 201 further provides that public schools have an affirmative obligation to combat bias, and a responsibility to provide equal educational opportunities to all pupils. Additionally, District policy requires that all schools and all personnel promote mutual respect and acceptance among students and staff. Thus, the District has a legal obligation to ensure that transgender students are safe, supported, and fully included in all school activities, programs, facilities, and educational opportunities. No person shall be subjected to discrimination on the basis of actual or perceived gender identity, gender expression, gender, or sexual orientation. (Cal. Ed. Code § 220, 20 U.S.C. § 1681 (Title IX))

The Board considers harassment, discrimination, intimidation, or bullying based on sexual orientation, gender identity, and gender expression to be a major offense. The District shall investigate all complaints of harassment, discrimination, intimidation, or bullying and take appropriate action against any student or employee who is found to have violated this policy. Harassment, discrimination, intimidation, or bullying of a student by another student in violation of this policy may constitute cause for disciplinary action. Students shall be advised that harassment, discrimination, intimidation, or bullying based on sexual orientation, gender identity, and gender expression are unacceptable conduct and will not be tolerated. Students shall be informed that they should contact the school principal or designee if they experience such harassment, discrimination, intimidation, or bullying. Harassment, discrimination, intimidation, or bullying by an employee in violation of this policy constitutes cause for disciplinary action, up to and including dismissal.

The Superintendent or designee shall adopt, and may periodically revise, administrative regulations necessary to implement and enforce this policy. The regulations shall provide an adequate description of this policy to parents, students and employees, provide appropriate complaint and resolution procedures, and establish due process for persons accused of harassment, discrimination, intimidation, or bullying based on sexual orientation, gender identity, and gender expression. The Superintendent, or designee, shall ensure that students receive age-appropriate information and education related to sexual orientation, gender identity, and gender expression. In addition, the Superintendent or designee shall designate qualified individuals to provide appropriate training and educational programs on the issue of harassment, discrimination, intimidation, or bullying based on sexual orientation, gender identity, and gender expression. Each school must ensure that all students, including LGBTQ students, are provided a safe and supportive learning environment that is free of harassment, discrimination, intimidation and bullying. Administrators, faculty and staff are required to intervene when they witness harassment, discrimination, intimidation and bullying of any student if they can do so safely. Complaints alleging discrimination, harassment or bullying based on a student's gender identity, gender expression, or gender nonconformity, are to be handled in the same manner as other discrimination/harassment/bullying complaints. Consistent with the Uniform Complaint Procedures, complaints alleging discrimination or harassment based on a student's gender identity, gender expression, or gender nonconformity should be given immediate attention; fully and appropriately investigated in a timely manner; and resolved through appropriate corrective action. This policy is intended to supplement, and not replace, state and federal laws prohibiting sexual harassment. Complaints under those laws shall be processed through the procedures established by appropriate state and/or federal agencies.

Policy PALO ALTO UNIFIED SCHOOL DISTRICT adopted:12.8.15 Palo Alto, California

Grounds for Suspensions or Expulsions

In the case of Education Code 48900 infractions (see chart on pages 48 and 49 of this handbook), a student may be suspended (in or out of school), depending on the seriousness of the situation. A suspension is defined as the removal of a student from ongoing instruction for disciplinary purposes. An administrator or teacher will contact parents concerning a suspension. Expulsion, if indicated, is determined exclusively by the Palo Alto Unified School District and not by Terman administration. A student shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the student is enrolled determines that the student has violated the Education Code of the State of California as specified in the parent handbook.

Additional information about these infractions is available in the student services section of the Board policy.

Actions must relate to school activities.

Due Process Procedures

Students and parents have the right to know for what action students are being disciplined. Written documentation of behavior should be provided. Students shall have an opportunity to respond to accusations. Students and/or parents who feel that disciplinary actions have been unfairly applied have the right to appeal to an administrator. If the matter is not resolved, they may seek a hearing at the district level.

Prohibited and Restricted items

Examples of inappropriate items include, but are not limited to the following:

- iPods, CD Players, other personal electronic devices
- Cell phones/camera phones
- Handheld electronic games
- Alcohol, drugs, tobacco, any controlled substance
- Steroids (see policy on page 25)
- Firecrackers, poppers, explosives, stink bombs
- Laser light pointers
- Matches and lighters
- Obscene or profane material in print, graphics, or video
- Permanent markers and/or spray paint
- Skateboard or scooter
- Water balloons
- Weapons/dangerous items including: **guns of any kind** (play, water, cap, squirt, imitation firearms, toys that look like guns, BB guns, pellet guns) and **knives of any kind** including: locking, pocket of any size, switchblade, Swiss Army, steak etc. These items will be confiscated. Any weapons or illegal, dangerous items or substances brought to school will lead to immediate discipline and/or police action.

Accidental Possession of a Pocketknife. Students are sometimes allowed to have pocketknives at home. **Pocket Knives are not allowed at school at any time for any reason.** School restrictions are like airport restrictions regarding knives of any kind. If a student has accidentally left a pocketknife in his or her pocket or backpack, he or she should immediately bring it to the office. An administrator will give the pocketknife to the student's parent upon parent request. If a student shows or reveals a pocketknife to another student in any way, even for a moment, school suspension and expulsion rules will be administered.

Suspensions and Expulsions CA Education Code 48900

Physical Injury	Caused, attempted to cause, or threatened to cause physical injury to another person.
Willful Force	Willfully used force or violence upon the person of another, except in self-defense.
Weapon or Dangerous Objects	Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certified school employee, which is concurred in by the principal or the designees of the principal.
Imitation Firearm	Possessed an imitation firearm.
Drugs/Alcohol	Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant.
Sold or Furnished Look-Alike Drugs	Unlawfully offered or arranged to sell any controlled substance or intoxicant of any kind, and furnished to any person another substance as a controlled substance, alcoholic beverage or intoxicant.
Robbery/Extortion	Committed robbery or extortion.
Damage to Property	Caused or attempted to cause damage to school property or private property.
Theft	Stole or attempted to steal school property or private property.

Tobacco	Possessed or used tobacco products.
Obscenity, Profanity, Vulgarity	Committed an obscene act or engaged in habitual profanity or vulgarity.
Drug Paraphernalia	Unlawfully possessed or offered, arranged, or negotiated to sell any drug paraphernalia.
Disruption/Defiance	Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
Received Stolen Property	Knowingly received stolen school or private property.
Hate Violence	Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
Made Environment Hostile	Bullying, intimidating, threatening, harassing (in any form), menacing any person on campus.
Terrorist Threats	Made terrorist threats against school officials or school property, or both.
Assaulted School Employee	Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
Harassment of a Witness	Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
Harassment	Intentionally engaged in harassment, threats, intimidation against school personal or pupils. Committed or attempted to commit a sexual assault or committed a sexual battery.

Student Routines

School Hours: The first bell rings at 8:05 a.m. daily. *Students should not arrive at school before 7:50 a.m.* The school day ends at 3:05 p.m. on Monday, Tuesday, Thursday and Friday except on minimum days. Every Wednesday there is early dismissal at 1:40 p.m. On minimum days, school ends at 12:20 p.m. See the calendar section of this handbook for minimum days. Unless students are participating in an organized after school activity, they need to leave the school grounds within 20 minutes of dismissal each day. There is no supervision for students on campus after that time. **Students are not allowed to visit/be present on any PAUSD campus while those schools are in session. This applies to Terman minimum days, and other early release days.**

Brunch/Lunch: Students may bring a lunch and snack from home. The District Food Services does sell items at brunch and lunch. Please go to the Terman website under “Lunch” for information on lunch accounts.

Telephone Use: Students and families are asked to make arrangements for after school activities and transportation before leaving home in the morning. There is a telephone in the office available for students during brunch, lunch or after school for emergencies. Parents may call and leave messages for students. Please do not ask your student to check for text or voicemail messages during school hours. Cell phones must be **OFF** from 8:05 to 3:05.

Restrooms: Students are to use the restrooms during brunch and lunch. If a student must use the restroom during class time, the student must obtain permission from the teacher and obtain a hall pass. Facilities for handicapped students are available.

Personal Property: The school is not responsible for theft and/or damage to personal property. Students are responsible for loss or damage to their personal items such as calculators, cell phones, iPods, books, and instruments. Students are strongly encouraged **NOT** to bring small electronic devices to school, including cell phones. Please put labels on all articles of clothing, personal items, backpacks and instruments. Please leave articles of value at home.

Lost and Found: Lost and found items will be located in the office. At the end of each quarter, unclaimed items will be donated to the PTA Council Wardrobe Center located at Jordan, or another charity clothes closet.

PTA eNews: In addition to the monthly newsletter, there will be weekly e-mail updates of the school calendar, upcoming events, reminders and important school news through eNews. Refer to our website at www.terman.pausd.org for eNews instructions.

UpToUs Networks: The PTA manages parent networks for school wide and grade level electronic communication. Important school news and opportunities for parent involvement are managed through UpToUs. Refer to our website at www.terman.pausd.org for a link to UpToUs instructions.

Tiger Talk: The PTA newsletter, *Tiger Talk*, is published periodically online. There will be a notice on eNews when it is available. It will contain an update of future events, principal’s message, and other school and district information. Please ask the office if you wish to receive a hard copy in the mail.

Visitors: A visitor is anyone who is not a registered student including parents, that come onto school campus. All visitors must check in at the office and receive a visitor’s badge, which must be worn at all times while on campus. There are designated parent visitation days, which are on the school calendar. While on campus, all parents must wear their visitor’s badge. Other than scheduled parent volunteers and parent visitation days, there should not be any other visitors to school unless it has been previously arranged.

We do not encourage student visitors to campus. A student who wishes to bring a visitor to school must request a permission form from the office and get permission from the teachers at least two days before the visit with a signed release from the visiting student's parent or guardian. Student visitors must be 6th, 7th, or 8th grade students only. Visits are restricted to one day only and are primarily for students from out of town. Students from other local schools will not be permitted to visit.

Academic Information

Binder Reminder: This is a spiral notebook issued to students at the beginning of school. This notebook is very helpful, as it includes items such as daily schedules, yearly calendar, student expectations, and a school map. Teachers use this notebook to help students work on organizational skills. Suggested donation for the Binder Reminder is 10.00.

Homework: Homework is an integral part of middle school and an extension of the school learning experience. To assist students in learning time management skills, teachers encourage students to record their homework assignments daily for classes in their Binder Reminder. Students will also be working on study skills as part of the middle school curriculum. Parents and students should expect the amount of homework to increase as students move from sixth to eighth grade.

Instruction **Board Policy 6154**
HOMEWORK/MAKEUP WORK
Homework

Homework should have a positive impact on student learning and is defined as the assigned learning activities that students work on outside of the classroom. The purpose of homework is to provide students an opportunity to practice, reinforce and apply previously taught skills and acquired knowledge and prepare for future lessons, and is directly tied to classroom instruction. Assignments should have a clear purpose and be designed for completion within a reasonable time frame. Completing homework is the responsibility of the student. Parents can play a supportive role through monitoring, encouraging students' efforts and providing a conducive learning environment.

Homework should be designed to:

- Deepen understanding and encourage a love of learning.
- Reflect individual student needs, learning styles, social-emotional health, and abilities in order for students to complete their homework.
- Provide timely feedback for students regarding their learning.
- Include clear instructions and performance expectations so students can complete the work independently.
- Be assigned in reasonable amounts that can be completed within a reasonable time frame.
- Provide teachers with feedback to inform instruction.

Effective homework practices do not place an undue burden on students. The Board recognizes the value of extracurricular activities, unstructured time and adequate sleep for a student's success in school.

The Winter break is intended to be a time that is free from schoolwork for students and staff. There should be no expectations on the part of students or staff that schoolwork is done over this period. No assignments should be given over the Winter break, and any long-term assignments given before Winter break should not be due during the first week back from the break.

The Superintendent or designee shall ensure that each school site develops an effective homework plan in accordance with Board policy and administrative regulations.

This policy and its associated administrative regulation shall be included in all school handbooks and secondary school course catalogs, as well as distributed on district and school websites.

HOMEWORK/MAKEUP WORK Makeup Work

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (Education Code 48205)

(cf. 5113 - Absences and Excuses)

Students who miss school work because of unexcused absences shall be given the opportunity to make up missed work. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

Legal Reference:

EDUCATION CODE

48205 Absences for personal reasons 48913 Completion of work missed by suspended student 48980 Parental notifications 58700-58702 Tutoring and homework assistance program; summer school apportionment credit

Management Resources:

SBE POLICIES

Parent Involvement in the Education of Their Children, 1994 Policy Statement on Homework, 1995

Board Policy **PALO ALTO UNIFIED SCHOOL DISTRICT**
adopted: 06.12.12 Palo Alto, California

Instruction Administrative Regulations 6154

HOMEWORK/MAKEUP WORK

Homework

The principal, staff, and parents at each school shall regularly review the homework policy, which includes regulations for the assignment of homework and describes the responsibilities of students, staff, and parents/guardians.

Homework should have a positive impact on student learning and is defined as the assigned learning activities that students work on outside of the classroom. The purpose of homework is to provide students an opportunity to practice, reinforce and apply previously taught skills and acquired knowledge and prepare for future lessons, and is directly tied to classroom instruction. Assignments should have a clear purpose and be designed for completion within a reasonable time frame. Completing homework is the responsibility of the student. Parents can play a supportive role through monitoring, encouraging students' efforts and providing a conducive learning environment.

Homework should be designed to:

- Deepen understanding and encourage a love of learning.
- Reflect individual student needs, learning styles, social-emotional health and abilities in order for students to complete their homework.
- Provide timely feedback for students regarding their learning.
- Include clear instructions and performance expectations so students can complete the work independently.
- Be assigned in reasonable amounts that can be completed within a reasonable time frame.
- Provide teachers with feedback regarding overall classroom progress toward expected outcomes.

If weekend homework is deemed necessary, the average cumulative amount of work required should not exceed a regular day's assignment.

Students may choose to use weekends for review, voluntary work, or completion of make-up assignments.

Project-based assignments may be assigned as homework; however, these tasks should not require group meetings outside of class, significant assistance from parents, or costly materials. Teachers should monitor and be mindful of the logistical challenges of group assignments outside of the classroom.

HOMEWORK/MAKEUP WORK

The Winter break is intended to be a time that is free from schoolwork for students and staff. There should be no expectations on the part of students or staff that schoolwork is done over this period. No assignments should be given over the Winter break, and any long-term assignments given before Winter break should not be due during the first week back from the break.

With the exception of Advanced Placement classes, homework should not be required over the summer months.

Homework will not be assigned before or during the review days at the high schools which precede semester finals.

Besides Winter break, any homework given over school holidays should not exceed the homework given on a typical evening.

Students may choose, as a time management strategy, to allocate break time to work on assignments and projects. This should not be seen as the teacher assigning homework, but as the student employing a valid time management technique.

Homework grading practices should encourage learning and use positive motivation to promote completion of the homework. Teachers should employ homework grading practices that avoid punitive treatment of late homework, and make allowances when circumstances affect a student's ability to complete the work on time.

Homework for Middle School Grades

1. At the middle school grades, homework should primarily consist of reading, practice and application of key skills and concepts, application of writing skills, preparation for future classes and beginning research. At this level, homework should

continue to build independent study habits.

2. Long-term assignments at the middle grades should be limited in number and duration. These assignments should include clear checkpoints to monitor progress towards completion.

3. With support of administration and staff, teachers should make efforts to coordinate with one another to establish deadlines, due dates for projects/assignments, and tests in an effort to minimize student over-extension.

4. As a guideline, when teachers choose to assign homework, students might reasonably be expected to devote the following amounts of undistracted, focused time to nightly homework, including time devoted to long-term projects and test review:

6 60 minutes average M-F

7-8 70-80 minutes average M-F

Note 1: Students who elect to study music, can expect to be assigned practice time that is in addition to the above loads.

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5145.6 - Parental Notifications)

Regulation **PALO ALTO UNIFIED SCHOOL DISTRICT**

approved: 06.12.12 & 06.15.12 Palo Alto, California

Conferences: 6th Grade parent conferences are held in the fall and will be discussed at Back to School Night. For all grade levels individual parent-teacher conferences may be arranged as the need arises. Parents should contact the grade level counselor to request a conference.

Mid-Quarter Reports: Progress reports may be sent home with students to keep parents informed of student work. Teachers may communicate problems with warning notices (a warning notice will be sent for any student receiving a “D” or “F” grade).

Report Cards: Student grades are issued four times a year, a copy of which will be mailed approximately two weeks following the end of each quarter. Semester grades are only recorded on the permanent grade record.

Questions: If you have concerns regarding classroom related issues, please contact your student’s teacher or grade level counselor.

“F” Grades: Students who receive a semester grade of “F” in English, Social Studies, Math, P.E., or Science may be required to attend summer school. A warning notice will be sent prior to any student receiving a grade of “F.”

Incompletes: Students receiving an “I” grade (incomplete) at the end of the first semester must have the completed work turned in by the end of the third week of March. After this time period, if the grade has not been changed, the “I” becomes an “F.” An incomplete may not be given at the end of the school year in June or at the first or third quarter.

8th Grade Retention: State guidelines regarding 8th grade student retention will be implemented by PAUSD following Board of Education action. Additional information regarding the regulations may be obtained from the Associate Superintendent of Educational Services, 25 Churchill Avenue, Palo Alto, (650-329-3709).

Standardized Testing: Students will be tested at various times during the school year. Contact your student’s teacher or grade level counselor if you have any questions regarding these tests. For additional information about the Academic Performance Index from the California Department of Education, visit www.cde.ca.gov/psaa/api.

Student Activities

Student Government: The Student Council and its committees provide opportunities for students to participate in school operations. The Student Council appoints its own committees. The responsibilities of the Council include: allocating student body funds, making recommendations to administration on behalf of the students, and sponsoring a variety of activities for Terman students. Elections take place in the spring for officers and in the fall for grade level representatives and sixth grade officers.

Student Body Card: The Student Body Card reflects student support of student government and school activities. It is purchased at the beginning of the year on Back to School Check In Day or in the office after school starts in the fall. Money from the sale of the Student Body Cards helps the Student Council sponsor social activities and other events. The card entitles the student to a discount on tickets for school activities.

Birthday Celebrations: Celebrating individual birthdays or other events with food, flowers or balloons are discouraged. They become exclusionary in nature and are therefore contrary to our mission statement. Items such as flowers or balloons must remain in the office all day as they pose a distraction in the classroom.

Social Events/Parties/Dances: The school staff and parents will work together to provide enjoyable activities appropriate to the age and social development of all students. The social events and/or school dances will occur after school or in the evening. The following are school rules and guidelines for after school events.

- School dress code applies
- Students should arrive and leave at the times specified for the event and we recommend that the parent/guardian drop off and pick up the student.
- Students may not leave early unless a parent/guardian picks them up.
- **Students may not use cell phones or cameras during a school dance. These devices must be placed in lockers prior to entering the dance/event or checked at the coat check station IMMEDIATELY upon entering the dance.**
- It is expected that all school rules apply to social events as defined else where in this handbook under School Expectations, School Discipline Plan, Suspensions and Expulsions and Harassment Policy. The parent/guardian will be contacted and expected to pick up any student behaving inappropriately. Students with discipline and/or attendance problems may lose the privilege of attending school events or parties.
- No outside refreshments may be brought to the event. Refreshments will be provided.
- Tickets will be sold prior to the event and NO tickets will be sold at the door. Library fines, overdue books and missed assignments must be cleared in order to purchase a ticket.
- Only **currently** Terman students may attend school parties/dances/events. This is the help ensure the safety of all students and provide staff with emergency contact information and permission to seek medial care in the event of an emergency.
- We strongly encourage parents/guardians to volunteer as chaperones. We will not be able to have the parties unless we have enough adult chaperones.

Clubs: Students, and staff can organize lunchtime clubs by submitting a written request to the principal. Students may initiate a club with a staff sponsor. Clubs usually meet once a week at lunch or after school. There will be a club sign up fair in early fall.

Yearbooks: The students produce Yearbooks annually. This is a vivid memory of the school year. It is strongly recommended that a yearbook be purchased at the beginning of the school year. There are scholarships available though the counselors. Near the end of the year there are very few extra yearbooks available for purchase.

Student Resources

Student Counseling: Terman’s counselors are available to provide support to students and families. If additional counseling is called for, Adolescent Counseling Services (ACS) provides short-term, individual, group and family counseling and referral services to middle school students and their families. ACS is a community non-profit organization. They can be reached at (650) 424-0852.

Library: The Terman Library contains a collection of print and non-print materials and is open daily starting at 7:50 AM. Students may check out three books for two weeks and may renew the books twice. Date due cards procured at checkout indicate when books are due; and overdue items will prevent students from being able to check out additional materials. In order to renew materials, items will need to be presented at the circulation desk. Replacement fees will be charged for lost items or items that are not returned to the library. Failure to return items will result in loss of privileges for student activities.

Textbooks: The teachers will distribute textbooks in the classrooms. In most cases, these books are to be kept at home, and a classroom set of books is provided for use at school. Students are responsible for their textbooks. Textbooks must be returned in good condition at the end of the school year. Students are responsible for returning textbooks.

Homework Habitat: Terman’s After-School Homework Center includes generalized homework help and academic support. Homework Habitat includes specific math support through Math Advantage and specific writing support through the Writing Center. Both are managed through Homework Habitat. Credentialed Terman teachers and Instructional Aides are available to assist students in the Library from 3:15 p.m. to 4:30 p.m. on Mondays, Tuesday and Thursdays. Students must sign in. Parents may sign a student out before 4:30 p.m. **However students will not be allowed to leave before 4:30 p.m. without written permission from parents.**

After School Athletics: After school athletics on PAUSD middle school campuses are managed by the City of Palo Alto. Scholarships for athletics are available through the City of Palo Alto Recreation Department. Call the Recreation Department at (650) 329-2390 for more information.

Service Opportunities: Youth Community Service (YCS) is a club open to all students to provide service to the school and community. Service opportunities are also available through leadership elective classes.

Mental Health Services

PAUSD contracts with Adolescent Counseling Services at the secondary level to offer free, comprehensive site-based counseling supports to students. These services are provided by licensed and pre-licensed mental health professionals and include, assessments, ongoing counseling, crisis intervention and treatment, mental health education and consultation to children, families and school staff.

School based counseling is described as mental health supports provided by ACS mental health professionals at the school site. Services offered are evidence based, positive and strengths focused, and include individual, group and family therapies in areas such as: stress management, coping and social skills, strategies to deal with grief and loss, anger management, conflict resolution, substance abuse therapy, and parenting skills. When needed, the school counselor may also refer the student to outside professionals if school-based counseling is not sufficient to meet a student's or a student's family's needs. Parents interested in referring their child to on site counseling services may contact their child's counselor who will refer to ACS.

Prevention and Support Services:

In some instances children, families and school communities need support and guidance in order to experience school success. Supports available include:

Suicide Prevention and Related Mental Health Promotion:

PAUSD is dedicated to providing prevention and instruction, staff development and intervention to promote student mental health. If you believe that your child is suicidal, please call the Santa Clara County Suicide Prevention Hotline at (408) 379-3790 or 911. (BP, AR 5141.52).

Child Abuse Reporting:

District employees are mandated reporters, as defined by law, to report all known or suspected incidents of child abuse and neglect. (BP & AR 5141.4)

Bullying:

The district strives to create a safe, healthy and nurturing learning environment for every student and therefore, it is a violation of district policy for a student to bully, harass, or intimidate another student or engage in such behaviors that infringe upon the safety or emotional well-being of any student; including acts of bullying, intimidation or harassment through words and actions (BP & AR 5131.2)

Dress and Grooming

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process. (BP 5132)

Student Wellness

The Board of education recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. (BP 5030)

Non-Discrimination/Harassment: (BP 5145.3/BP5145.7/BP5145.9)

Board Policy Students

NONDISCRIMINATION/HARASSMENT BP 5145.3 – The Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including harassment, intimidation, and/or bullying of any student, based actual or perceived characteristics of race or ethnicity, color, nationality, national origin, ethnic group identification, age, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

Discrimination includes harassment, intimidation, or bullying, consisting of physical, verbal, nonverbal, or written conduct, based on one of the categories listed above, that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities. Prohibited discrimination also includes different treatment of students with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

Though an incident of alleged harassment, intimidation, and/or bullying as defined within this policy may occur off campus, if the effects of the off-campus incident result in harassment, intimidation, or bullying at school that is sufficiently serious to interfere with or limit the targeted student's ability to participate in or benefit from the education program, the school must respond promptly and effectively to eliminate the harassment that occurs at school, prevent its recurrence, and address its effects. Such response may include discipline of the alleged harasser in accordance with applicable law and as provided in Board Policy (BP) and Administrative Regulation (AR) 5144. Other possible responses include, but are not limited to, those listed in AR 1312.3 Section G – Remedial Action. The Board also prohibits any form of retaliation against any student who files a complaint or report regarding discrimination, including discriminatory harassment, intimidation, or bullying. The Board is committed to providing age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, including discriminatory harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents and to whom such reports should be made. Staff and administrators will also receive training on their responsibilities for responding to reports and complaints of discrimination under the District's Uniform Complaint Procedure.

The principal or designee shall develop a plan to provide students with appropriate interim remedies when necessary for their protection from actual or threatened discriminatory harassment or other discriminatory behavior.

Students who engage in discrimination, including discriminatory harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

Any school employee who observes an incident of discrimination, including discriminatory harassment, intimidation, or bullying shall immediately intervene when safe to do so and report the conduct to appropriate administrators. (Education Code 234.1)

All complaints alleging conduct prohibited by this policy shall be handled in accordance with the District's Uniform Complaint Procedures AR 1312.3.

"The Board of Education of Palo Alto Unified School District shall provide equal opportunities in all areas and assure that there will be no discrimination against any person on the grounds of race, religion, age, sex, national origin, color, disability, political belief, sexual orientation, marital status, or veteran's status."

Title IX

Palo Alto Unified School District (PAUSD) offers the protections of **Title IX of the Civil Rights Act** that "no person... shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance" [20 U.S.C. § 1681(a)] The Title IX Coordinator provides information about nondiscrimination policy and complaint procedures; ensures that appropriate training is provided on a frequent and regular basis; and monitors District actions in response to allegations of sexual harassment.

District Compliance Coordinator for Title IX Regulations

For Title IX information, a copy of the Procedures for Complaints and Resolutions, or assistance in filing a complaint, contact **Charles Young** Associate Superintendent, Educational Services Palo Alto Unified School District Office 25 Churchill Avenue, Palo Alto, CA 94306 Phone: (650) 329-3709 - Email: cyoung@pausd.org For further information, please see PAUSD's [Complaint Policies and Administrative Regulations](http://pausd.org/community/complaint_policies/index.shtml) at http://pausd.org/community/complaint_policies/index.shtml This document covers PAUSD Board of Education policies regarding discrimination, sexual harassment, tobacco-free policy, complaint procedures, student rights, and other important information. Parents/guardians must electronically sign the document when they register a child for school.

100% Spelling Words

Students are expected to spell and use these words correctly 100% of the time.

<u>A</u>	<u>E</u>	<u>I</u>	<u>R</u>	<u>U</u>
about	enough	I'm	read	until
again	especially	into	really	usually
all right	everybody	its	received	
almost	everyone	it's	right	<u>V</u>
a lot	everything			vary
already	except	<u>K</u>	<u>S</u>	very

Teacher _____
 Period/Subject: _____

Name: _____
 Date: _____

also	excited	knew	said	
always		know	Saturday	<u>W</u>
another	<u>F</u>		school	want
anyone	favorite	<u>L</u>	sense	was
are	finally	laugh	separate	wear
	first	let's	should	weather
<u>B</u>	friends	library	someone	we're
beautiful	February		something	went
because		<u>M</u>	sometimes	were
before	<u>G</u>	might	stopped	what
believe	getting	myself		when
buy	going		<u>T</u>	where
by	guess	<u>N</u>	terrible	whether
	guy	new	that's	who
<u>C</u>		no	their	whole
can't	<u>H</u>		then	who's
close	happened	<u>O</u>	there	whose
clothes	happily	o'clock	they	with
could	haven't	off	they're	woman
	hear	once	thought	women
<u>D</u>	heard	one	threw	won
dear	here	our	through	won't
deer	hole		to	wouldn't
didn't		<u>P</u>	too	write
different		people	two	
does		pretty		<u>Y</u>
doesn't		probably		your
don't				you're

W Topic:	
co	
1. Vocabulary/Terms	1. Vocabulary/Term definitions
2. Important short phrases or quotes	2. Significance or explanation of phrases or quotes
3. Names of important people	3. Explanations or significance and detail about important people
4. Title of a list	4. Listed points in a list
5. Equations, formulas, symbols explained in the notes	5. Equation, formula, symbol explanation
Other points for the left column: Questions which you would like to ask the teacher or a fellow student	Other important information to consider for the right column: Remember to fill in missing information later!

Summary, Reflection, Analysis

In one sentence, summarize what you learned from the reading or lecture.
What is most important for you to remember?

Reminders for E-Mailing Your Teachers

Remember, Students: Your teacher is like your boss! Don't get into a bad habit of writing sloppy, inconsiderate, or unprofessional e-mails to your boss. Some day, you will have a job, and some day, you will be expected to write carefully, courteously, and professionally to that person. So let's start now with your teachers, shall we?

Example:

Dear Ms. Nygaard,
Hello, Ms. Nygaard!
Hi, Ms. Nygaard:

How are you? I was sick today, so I missed the Parts of assignment. I checked on InClass already, but I don't u how to do it. Could you please meet with me tomorrow before school to explain it to me?

Thanks,
Sincerely,
See you tomorrow,

Jimmy

Don't be fake, but do start with a simple pleasantry since you are probably writing to ask for some kind of favor...

Start with a polite salutation. It will make your teacher more willing to read what you have to say.

Explain your reason for writing, and ask politely for what you need.

Choose a polite or thankful closing when you sign off. (Yours truly, Your student, etc. also work.)

Don't forget to sign your name! Otherwise, your teacher may not recognize your email address and won't know who you are.

• **Never, ever use texting lingo or spelling** when e-mailing a teacher. Example: `hy. kan i kum 2 ur howz l8r? lol ;)`

That may be okay when you are e-mailing your friends, but it is NOT acceptable when you are e-mailing your "boss."

• And of course, don't forget to **check your spelling, capitalization, and punctuation** before you click "Send!"

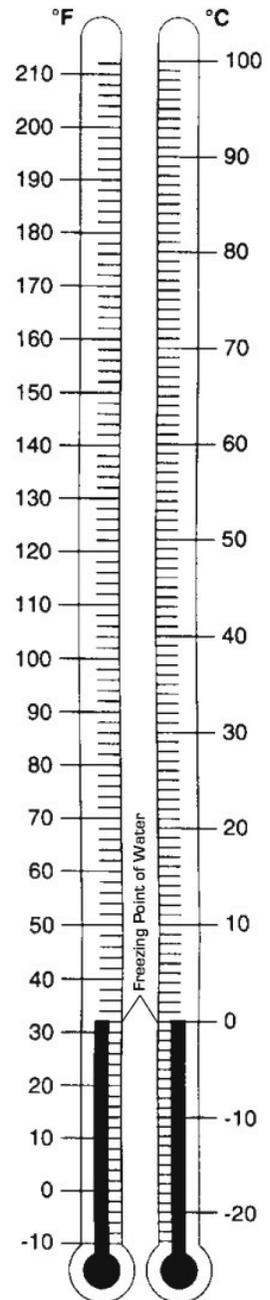
SCIENCE {unit conversions}

ENGLISH TO METRIC CONVERSIONS

<i>To Convert</i> →	<i>Multiply By</i> →	<i>To Find</i> →
AREA		
square inches	6.45	square centimeters
square feet	0.09	square meters
square miles	2.58	square kilometers
acres	0.40	hectares
LENGTH		
inches	2.54	centimeters
feet	0.30	meters
yards	0.91	meters
miles	1.61	kilometers
MASS AND WEIGHT		
ounces	28.30	grams
pounds	0.45	kilograms
pounds	4.45	newtons
short tons	0.91	metric tons
VOLUME		
cubic inches	16.39	cubic centimeters
cubic feet	0.02	cubic meters
quarts	0.95	liters
gallons	3.79	liters

METRIC TO ENGLISH CONVERSIONS

<i>To Convert</i> →	<i>Multiply By</i> →	<i>To Find</i> →
AREA		
square centimeters	0.16	square inches
square meters	10.76	square feet
square kilometers	0.39	square miles
hectares	2.47	acres
LENGTH		
centimeters	0.39	inches
meters	3.28	feet
meters	1.09	yards
kilometers	.62	miles
MASS AND WEIGHT		
grams	0.04	ounces
kilograms	2.20	pounds
metric tons	1.10	short tons
newtons	.023	pound force
VOLUME		
cubic centimeters	0.06	cubic inches
cubic meters	35.3	cubic feet
liters	1.06	quarts
liters	0.26	gallons



TEMPERATURE

Fahrenheit to Celsius:
subtract 32, then multiply
by 5 and divide by 9.

Celsius to Fahrenheit:
multiply by 9, divide by 5,
then add 32.